

# **NOBLEKING MINOR HOCKEY ASSOCIATION CONSTITUTION, BY-LAWS and POLICIES**

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## **CONSTITUTION**

### **ARTICLE 1 NAME**

The NobleKing Minor Hockey Association, hereinafter, and in the By-Laws shall be referred to as the "Association" or "NKMHA", an association affiliated with the O.M.H.A.

### **ARTICLE 2 OBJECTIVES**

1. To foster the maximum opportunity for all youth to participate in amateur hockey.
2. To develop and encourage sportsmanship and fellowship between all participants for the betterment of their physical, mental and social well being.
3. To sponsor and promote such athletic, social and other activities as may contribute to the moral and financial well-being of the Association.
4. Representative Team Hockey shall provide an opportunity for those players with the ability and desire to play a more competitive level of hockey.
5. Non-representative Hockey shall have participation as its primary objective.

### **ARTICLE 3 MEMBERSHIP**

1. Membership in the Association shall be open to all residents of the area now served and regulated by the O.M.H.A.
2. Members shall be the following: all coaches, managers and trainers, all players, all parents of players and such other residents as are appointed to membership by the Board.
3. Players cannot be registered unless they have established their home within the boundaries set forth for NobleKing by the O.M.H.A, except as the discretion of the Executive.
4. Past Association members of the Executive that do not have children playing on Association teams may be allowed to run for an Executive position.
5. Any person who is actively involved in the general work of the Association may be allowed, at the discretion of the present Executive, to run for an Executive position.

### **ARTICLE 4 GOVERNING BODY**

The Association, as defined in Article 3, is the governing body of the NKMHA. Their decision as to the constitution and By-Laws at any General or Special Meeting is binding on the Executive for the forthcoming year.

### **ARTICLE 5 EXECUTIVE**

1. The Executive of the Association shall be comprised of the following eighteen (18) positions, elected each year to 1 year terms:

- (a) President
- (b) Immediate Past President
- (c) Vice President
- (d) Secretary
- (e) Treasurer
- (f) O.M.H.A. Representative
- (g) Equipment Manager
- (h) Public Relations Director
- (i) Referee-in-Chief
- (j) Coach Coordinator
- (k) Tournament Director
- (l) Chief Timekeeper
- (m) Local League Convener
- (n) Ice Convener
- (o) Sponsorship Director
- (p) Fundraising Director
- (q) Gate Director
- (r) Registration Director

2. In order to be eligible for the office of President, a member must have been on the Executive a minimum of one year immediately prior to his/her nomination for the position.

### **ARTICLE 6 RESPONSIBILITIES OF THE EXECUTIVE**

1. The Executive shall be responsible for the management and control of the affairs and business of the

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Association.

2. In the event of a vacancy on the Executive created by death or resignation, the remaining Executive shall appoint, by means of a 2/3 (two-thirds) majority vote of Executive present at an Executive meeting, one or more persons to fill this vacancy for the balance of the term.
3. The Executive may dismiss any appointed, elected or Executive member of the Association and any other coaches, managers, trainers, etc., they deem to be incompetent. a 2/3 (two-thirds) majority vote of Executive present at an Executive Meeting called for that purpose is required for such action.
4. The Executive of the Association shall authorize all expenditures. At each meeting of the Executive Committee, the Treasurer shall present a statement of all disbursements made since the previous Executive Committee meeting and the Committee shall, after a review and discussion, vote to approve such disbursements. Any contracts or commitments over \$1,000 that bind the Association shall be signed only by the President or Vice-President, after ratification by the Executive.
5. The Association's funds shall be in the custody of, and at the disposal of, the Executive. The funds shall be placed in such bank, or banks, as the Executive may select.
6. The Executive shall, by Motion at any Executive Committee meeting, appoint such officers to co-sign with the Treasurer, cheques issued on the NKMHA bank account and appoint such officer(s) as it may authorize to sign all notes, drafts, contracts, undertaking or agreements on the part of the Association.
7. The Executive shall, by resolution, appoint such officers as it deems necessary to conduct any and all outside business concerning the Association and shall, when requested, make a full report on all such activities to the Association.
8. The Executive shall deal with any disagreements or protests which may arise, by referring the issue to the appropriate committee.
9. The Executive shall decide on the interpretation of any of the rules of the Association.
10. Coaches are appointed by the Executive from amongst persons applying for positions and such appointments must be approved by a majority vote of the Executive members present at a meeting held to conduct such a vote.
11. No coach, manager or trainer of any team under the jurisdiction of the Association, who is also an Executive member, shall have a vote in matters concerning said team. This shall also apply to any member of the Executive while acting in any other capacity, such as officiating, etc.
12. An Executive Committee member shall declare a conflict of interest and excuse himself/herself from that portion of a meeting in the following circumstances: (i) the Executive Committee is discussing potential/current business dealings or voting to award a contract for supplies, equipment or services, with a company or business in which the Executive Committee member is an employee, a partner, an officer, a director or a shareholder of the same company or business being discussed or voting upon; or the Executive Committee member's spouse or related family member is any of the aforementioned. In the event a conflict of interest is not declared at such a meeting and a conflict later becomes known to the Executive Committee, the Executive Committee member shall forfeit all further rights of an Executive Committee member and be required to resign from the Executive Committee. (ii) Any Executive member who is on an Association team coaching staff (coach, asst.coach, trainer or manager) shall dismiss him/herself from decisions/conflicts or votes regarding that team. (iii) In specific team decisions, any Executive member whose child is on said Association team shall be allowed to state their point of view but must dismiss him/herself from the ensuing discussion by the executive and from the vote.
13. An Executive Committee member will cease to be a member of the Executive Committee upon notification from the Executive Committee for conduct deemed to be improper, unbecoming or likely to endanger the interest or reputation of the Association or who willfully commits a breach of the Constitution, By-Laws or Policies. Such a notification will be sent if the Executive votes, by a 2/3 (two-thirds) majority, that an Executive Committee member has conducted himself or herself in the above manner.

## ARTICLE 7 MEETINGS

### 1. Annual General Meeting

- (a) The Annual General Meeting shall be held at a time decided by the Executive, not later than the last day of March, and is open only to members of the Association.
- (b) The notice of the Annual General Meeting shall be published in the local public press, at least two (2)

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weeks before the day specified for the holding of that meeting.

(c) A quorum of the Executive shall be deemed a quorum for the Annual General Meeting.

(d) Nominations for Executive positions will be presented by the Chairman of the Nomination Committee and will also be accepted from the floor.

(e) Voting for the Election of Executive Committee positions or on amendments to the Constitution and By-Laws shall be by members only, who shall be eighteen (18) years of age or over. This age limit also applies to submitting motions.

(f) Election of Executive members shall be by secret ballot. Voting by proxy will not be allowed. The nominee receiving the majority of good ballots cast shall be declared the winner. In the case of a tie vote, the outgoing President shall be allowed to cast a second tie-breaking vote. In the event that the President declines from casting a second vote, the name of each of the nominees so tied will be written on separate pieces of paper, folded and placed in a container, from which the outgoing President will draw. The name of the nominee on the paper drawn will then be declared the winner.

(g) Only one Association member shall be elected/acclaimed to any Executive Committee position as noted in Article 5; and each Executive Committee position shall be held by one Association member.

(h) Written invitations may be sent to other interested groups such as service clubs, arena board, Councilors and Team sponsors.

(i) The Order of Business shall be as follows:

- i. Minutes of last Annual Meeting
- ii. Report of Treasurer
- iii. Reports of Appointed Executive
- iv. Old Business
- v. New Business, including Elections
- vi. Adjournment

## 2. Special General Meetings

(a) Special General Meetings may be called by the Executive and is open only to members of the Association. A quorum of the Executive shall be deemed a quorum for a Special General Meeting called by the Executive.

(b) Special General Meetings may be called at the request of 25 or more of the members of the Association by written notice to the Secretary indicating the purpose of the meeting and is open only to members of the Association. A quorum shall consist of thirty (30) members for a Special General Meeting called at the request of 25 or more members of the Association.

(c) Members shall be informed of the time and location by written or telephone notification at least two (2) weeks before the day specified for the holding of that meeting.

(d) A quorum shall consist of thirty (30) members.

## 3. Executive Committee Meetings

(a) The first Executive Meeting shall be called by the outgoing President within two weeks of the Annual Meeting.

(b) All deliberations/discussions at an Executive or other committee meeting shall be considered confidential and shall not be communicated outside of the meeting. However, decisions and discussions contained in meeting minutes are open and available to all members.

(c) Meetings shall be called by the President at a frequency to be decided by the Executive.

(e) An Executive meeting may be called at the request of four (4) or more of the Executive by written notice to the Secretary.

(f) An Executive meeting may be called at the request of ten (10) or more members of the Association by written notice to the Secretary.

(g) A quorum will consist of a majority of Executive Committee members.

(h) Each Executive member, except the President, shall have one (1) vote. In the event of a tie vote, the President (or the Vice-President in the absence of the President) will vote to break the tie. All voting shall be by a show of hands, with the exception that a secret ballot shall be held if it is requested by any Executive Committee member.

(i) Three (3) consecutive unexplained absences of an Executive member may result in suspension. The Executive may appoint a replacement for the remainder of the term of office.

(j) Notification of Executive meetings shall be at a minimum of forty-eight (48) hours, except in the

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case of extremely urgent business requiring immediate attention.

## ARTICLE 8 AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

The Constitution of the Association may be amended in accordance with the following procedure:

1. The Constitution of the Association shall not be altered except at an Annual or Special General Meeting, to take place at the discretion of the Executive and notice of proposed alterations shall be given to the Secretary in writing at least 2 weeks before the day of the Meeting, and the Secretary shall forthwith notify the Executive members of the proposed changes. An amendment to the Constitution shall be made by a 2/3 (two-thirds) majority of the members voting thereon.
2. The Executive may propose any amendment for submission to the Annual or Special General Meeting of the Association.
3. Any member may propose an amendment by furnishing the same to the Secretary of the Association in writing, at least 2 weeks before the date of the Annual or Special General Meeting.
4. The By-Laws may be amended by the unanimous approval of the Executive and any such amendment shall remain in force until the next Annual or Special General Meeting at which time it will be either confirmed or denied by a 2/3 (two-thirds) majority vote of the members voting thereon.
5. If at any time during this amalgamation of the two hockey centres (King City and Nobleton) there is a wish of any one of the centres to terminate the amalgamation (i.e. de-amalgamation), the following process and criteria need to be followed in order that all members of the affected centre have an opportunity to decide upon the future of hockey in their centre:
  - (a) A petition must be presented to the NKMHA Executive, signed by no less than 20% of that centre's parents/members, requesting that a meeting be held for that centre's members to discuss and vote upon de-amalgamation;
  - (b) Voting at the meeting will be by members of that centre as per Article 7, section 1(e);
  - (c) For de-amalgamation to pass, ballots must be cast by at least 75% of all members of that centre and be approved by a majority of ballots cast;
  - (d) If a de-amalgamation vote is successful, at the same meeting, that centre will select a committee of at least 5 members to begin discussions with the NKMHA Executive on the next phase to be followed.
  - (e) In the event of de-amalgamation, the distribution of funds shall be made to the former Nobleton Minor Hockey Association and to the former King City Minor Hockey Association as follows: (1) The funds initially contributed by each Association shall be refunded. In the event that there are not enough funds to fully pay back the amounts contributed, the funds will be refunded on a pro rata basis. Refer to the year end financial statements dated May 31, 1997, for the amounts contributed by each Association. (2) Any funds remaining in excess of the amount of the initial contributions shall be disbursed on an equal basis.

## ARTICLE 9 STANDING COMMITTEES

1. The Committees as selected by the Association may be the following. Appointment of Executive members or members-at-large to such committees may be made at the first or second meeting of the new Executive:
2. Executive Committee, chaired by the President or if absent, the Vice-President, shall be comprised of all elected positions so named in Article 5 and control the management of the affairs of the Association. It may make rules, regulations and policies, provided that such rules, regulations and policies are not contrary to the By-Laws. Any new rules, regulations or policies shall be introduced by way of resolution during a regularly constituted meeting, duly moved and seconded and passes by a majority of the attending members of the Executive.
3. Finance Committee, chaired by the Treasurer, shall be comprised of Executive members so appointed by the Executive. It shall prepare and develop an operating budget for presentation to the Executive. It shall deal with other fiscal matters throughout the year and meet as required at the call of the Treasurer. It shall make regular reports to the Executive Committee.
4. Registration Committee, chaired by the Registrar, shall be comprised of Executive members so appointed by the Executive. It shall prepare and plan for the annual registration of players and provide to the Finance Committee such information as is required to set an annual budget. It shall deal with other registration matters throughout the year and meet as required at the call of the Registrar. It shall make regular reports to the Executive Committee.

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5. Discipline Committee, chaired by the Vice-president, shall be comprised of Executive members so appointed by the Executive, one of which shall be the Referee-In-Chief. It shall meet as required to review all disciplinary matters and impose any suspensions as may be warranted. It shall report to the Executive Committee at the next possible opportunity, any action taken and the reasons for so doing.

6. Appeals Committee, chaired by the President, shall be comprised of Executive members so appointed by the Executive. It shall hear appeals from decisions made by the Discipline Committee. The Appeals Committee may re-admit any team, player, team official or referee, or uphold, or modify any decision made by the Discipline Committee. It shall report to the Executive Committee at the next possible opportunity any action taken and the reasons for so doing.

7. Fundraising Committee, chaired by the Fundraising Director, shall be comprised of the Sponsorship Director and other Executive members so appointed by the Executive. It shall deal with matters related to fundraising activities contemplated by the Executive and meet as required at the call of the Fundraising Director. It shall make regular reports to the Executive Committee.

8. Sponsorship Committee, chaired by the Sponsorship Director, shall be comprised of the Fundraising Director and other Executive members so appointed by the Executive. It shall deal with matters related to team, tournament or other means of sponsorship by businesses or individuals and meet as required at the call of the Sponsorship Director. It shall make regular reports to the Executive Committee.

9. Equipment Committee, chaired by the Equipment Manager, shall be comprised of Executive members so appointed by the Executive. It shall deal with matters related to hockey equipment, firstaid kits, hockey uniform apparel and trophies and plaques, unrelated to tournament awards, and meet as required at the call of the Equipment Manager. It shall make regular reports to the Executive Committee.

10. Constitution/By-Laws Committee, chaired by the President or Vice-President, shall be comprised of the Public Relations Director and other Executive members so appointed by the Executive. It shall deal with matters related to changes or revisions to the Constitution, By- Laws or Policies of the Association. It shall meet as required at the call of the Chairperson and shall make regular reports to the Executive Committee.

11. Program Development Committee, chaired by the Vice-President, shall be comprised of the Coaching Coordinator and other Executive members so appointed by the Executive. It shall deal with matters related to development of training programs for all levels of players. It shall deal with hiring outside individuals to run clinics that are offered to either players or coaches/trainers. It shall make regular reports to the Executive Committee.

12. Nominating Committee, chaired by the Past President, shall be comprised of Executive members so appointed by the Executive. It shall prepare a slate of names of individuals willing to have their names put forward for nomination of Executive positions at the next Annual General Meeting. The members of the committee will be responsible for distributing, collecting and counting ballots cast at the Annual General Meeting or any Special Meeting.

13. Tournament Committee, chaired by the Tournament Director, shall be comprised of Executive members so appointed by the Executive. It shall deal with matters relating to the organization of the annual Rep. Tournament hosted by the NKMHA and any Local League Tournaments to be hosted by the NKMHA. It shall make regular reports to the Executive Committee.

14. Coaching Committee, chaired by the Coaching Coordinator, shall be comprised of the President, Past President, O.M.H.A. Representative, Local League Convener and other Executive members so appointed by the Executive. It shall review, discuss and if necessary, interview potential candidates for all Rep. and Local League team head coaching positions. This committee will prepare a slate of candidates for discussion and approval by the Executive Committee.

## ARTICLE 10 RESPONSIBILITIES OF EXECUTIVE COMMITTEE

In addition to the following responsibilities for Executive Committee members, all positions shall accept and carry out duties deemed by the Executive Committee necessary in the operation of the Association. Each position, as applicable, shall present a report of the year's activities to the Annual General Meeting.

### 1. President

(a) Shall call and preside at all meetings of the Association.

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- (b) Shall report at the Annual General Meeting on the affairs of the Association.
- (c) Shall be an ex-officio member of all Committees of the Association.
- (d) Shall ensure that all Articles and By-Laws of the Constitution for the Association are enforced.
- (e) Shall ensure that all rules, regulations and policies of the O.M.H.A are enforced.
- (f) Shall be one of the co-signers of cheques with the Treasurer.
- (g) Shall not make any unilateral decisions or bind the Association in any way, until there has been a full discussion, and if necessary, a vote by the Executive.
- (h) Shall at each Executive Committee meeting, bring forward for discussion with the members, any issue affecting the operation of the Association.

## **2. Immediate Past President(s)**

- (a) Shall act in an advisory capacity to the Executive.
- (b) Shall be Chairman of the Nominating Committee.
- (c) Shall serve on other committees as appointed by the Executive.

## **3. Vice-President**

- (a) The Vice-President shall, in the absence of the President, perform all duties and possess the authority granted the President
- (b) Shall serve on other committees as appointed by the Executive.
- (c) Shall oversee and co-ordinate all player skill development programs offered to all levels of players including overseeing the Initiation Development Program (IP) and being the OMHA IP contact.
- (d) Shall represent the Association at all AAA level meetings and shall present a report to the Executive Committee on each such meeting attended.
- (e) Shall be responsible for making arrangements for the NKMHA annual team/player photos.

## **4. Local League Convener**

- (a) Shall represent the Association at all meetings of the Simcoe Region Minor Hockey Association and shall present a report to the Executive Committee on each such meeting attended.
- (b) Shall be responsible for the operation of all non-representative teams, including submission of the team player rosters and O.M.H.A. cards to the Simcoe Region MHA within the time guidelines.
- (c) Shall appoint Conveners, as required.
- (d) Shall schedule, with the ice convener, all regular season and playoff games for all non-representative HL teams and be responsible for cancellation of regular season and playoff games within required time guidelines.
- (e) Shall ensure that all rules, regulations and policies of our governing bodies are enforced.
- (f) Shall report on the year's activities at the Annual General Meeting.
- (g) Shall be responsible for ensuring that all teams are balanced according to the policies of the SRMHA and our own Association.
- (h) Shall work with the ice convener to ensure that all HL and LL game cancellations and re-scheduling are done according to league policies.

## **5. Secretary**

- (a) Shall record all minutes at all meetings of the Association and provide copies to all Executive Members and post copies for the general membership. The secretary shall mail or FAX copies of minutes to those Executive members absent from an Executive meeting.
- (a) Shall conduct all correspondence on behalf of the Association.
- (b) Shall maintain all records and files pertaining to the Association.
- (c) Shall advise all members of the date and location of forthcoming meetings.
- (d) Shall maintain an inventory of all trophies owned by the Association or awarded to the Association.
- (e) Shall receive protests or complaints from members of the Association or from coaching staff and process it as per approved procedures.

## **6. Treasurer**

- (a) Shall be responsible for an accounting of the finances of the Association.
- (b) Shall be responsible for the banking and management of investment income of the Association.
- (c) Shall be responsible for all the accounting of all monies collected from Association activities.
- (d) Shall provide to the Executive at each meeting, or on a monthly basis, a full accounting of all transactions.
- (e) Shall prepare a financial statement for presentation to the Annual General Meeting.

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- (f) Shall be responsible for the disbursement of all monies as directed by the Executive.
- (g) Shall, along with the President, or in the President's absence the Vice-President or other Executive Committee member(s) appointed by the Executive Committee, sign all cheques issued on the NKMHA bank account.
- (h) Shall, in conjunction with the Finance Committee, prepare a budget for Executive approval.
- (i) Shall, as may be required, provide an audited financial statement annually.
- (j) Shall present the financial statement to the Executive
- (k) Shall deliver to successor, all monies, securities, books, papers, etc., under his/her care.
- (l) The Treasurer and one or more members of the Association shall sign an itemized statement for each fund raising event.
- (m) Shall provide financial input to all committees as required.

## **7. O.M.H.A. Representative**

- (a) Shall represent the Association at O.M.H.A meetings and shall present a report to the Executive Committee on each such meeting attended.
- (b) Shall be responsible for registration of O.M.H.A teams and "carding" of players.
- (c) Shall ensure that the rules and regulations of the O.M.H.A are enforced.
- (d) Shall distribute all O.M.H.A tournament lists to teams.

## **8. Equipment Manager**

- (a) Shall be responsible for the inventory, care, storage and maintenance of all hockey equipment, sweaters, first-aid kits, etc., that is owned by the Association.
- (b) Shall be responsible, with the Finance Committee, for the purchase of all hockey equipment, first aid kits and all hockey uniform apparel, etc., required by the Association.
- (c) Shall be responsible for the distribution of all equipment, sweaters, socks, first-aid kits, etc., to all teams and for collection of such at the end of the hockey season.
- (d) Shall be responsible, with the Finance Committee, for the purchase of all individual and team trophies and engraving of same.

## **9. Public Relations Director**

- (a) Shall be responsible for publicizing all Association information and events to the membership and general public through the [www.noblekinghockey.com](http://www.noblekinghockey.com) website, e-mail and arena board notices, advertisements, hand-outs, press releases, etc.
- (b) Shall be responsible for the administration and content of the Association website, [www.noblekinghockey.com](http://www.noblekinghockey.com).
- (c) Shall on a regular basis, (frequency to be determined by the Executive) publish a newsletter to the membership of the events of the Association. All newsletters must be submitted to the President and Vice-President prior to publication.
- (d) Shall be responsible for appointing writers to submit commentary to the local press on all games throughout the season.
- (e) Shall strive to improve the Association's public image.

## **10. Gate Director**

For LL and Rep teams:

- (a) Shall advise teams on the operation of a paid gate for all games, including playoffs.
- (b) Shall provide money boxes and gate receipt log books to all applicable teams prior to the first game of the season. Gate log books must include gate admission prices, game log sheets, referee and timekeeper costs by level and length of game, referee level requirements by level of game, and referee mileage grid.
- (c) Shall provide history of shortage/overage of game funds for team budgeting purposes.
- (d) Shall collect gate log books and money boxes at end of season.
- (e) Shall prepare an annual summary report for the Executive Committee listing, by team, game expenses, gate income, and net shortage/overage.

For HL teams:

- (a) Shall provide an estimated season total cost for referees and timekeepers, based on the number of games planned for the season, including playoffs.
- (b) Shall provide an itemized referee and timekeeper expenditure per game to assist the teams in paying personnel appropriately.

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(c) Shall provide money boxes and gate expenditure log books to teams prior to the first game of the season.

## **11. Ice Manger**

(a) Shall be responsible for obtaining ice time.

(b) Shall disperse ice time to all teams for games and practices, and post such schedules in both East and West arenas and forward for posting on the Association website.

(c) Shall be responsible for the scheduling, exchange and cancellation of ice time, and the re-sale of unused ice time at all arenas, with timely notification to all parties involved, including NobleKing team officials, referee-in-chief, head timekeeper, and other league officials as appropriate including their ice conveners and other officials.

(d) Shall approve ice time for exhibition games through the Coaches prior to scheduling of the game.

(e) Shall approve and record all ice time used by teams under the Association, regardless of the purpose and means of payment.

(f) Shall chart/record and report to the Executive Committee any unused ice times.

(g) Shall be responsible for attending LL and Rep league and playoff scheduling meetings and for the administration of all resulting scheduling contracts.

(h) Guideline for ice disbursement – As much as possible, to maintain a steady schedule, week to week, for practice and home games

## **12. Registrar**

(a) Shall administer generally the registration of all players and members of the Association and participate in determining annual player registration fees.

(b) Shall establish dates for on-line only registration and manage, through the service provider, all registration.

(c) Shall issue complete player lists at commencement of season's play or shortly thereafter.

(d) Shall keep a proper receipt book of all monies received from registered players.

(e) Shall provide pre-season information for parents and players to explain fully the hockey program when requested.

(a) Shall process requests for refunds of any registration fees when received in writing and report back to the Registration Committee.

(d) Shall deny playing privileges to any player unless registration fee is paid in full (refer to policy).

(e) Shall obtain satisfactory proof of age for all new Association registrants (photocopy of birth certificate) along with an O.M.H.A player's card on registration.

## **13. Tournament Director**

(a) Shall assure compliance with all registration of tournaments and special events requirements; obtain permits necessary to comply with the O.M.H.A procedures.

(b) Shall Chair the Tournament and Special Events Committee as required.

(c) Shall Chair or appoint a chairperson to procure major sponsors for all or any tournament.

(d) Shall procure all participant clubs to fill the tournament roster.

(e) Shall submit all tournament revenue to the Treasurer for deposit into the NKMHA bank account. All disbursements for tournament expenses will be made from the NKMHA bank account by the treasurer. An advance to the Tournament Director, if requested, will be made by the Treasurer for the purpose of incidental expenditures.

## **14. Referee-In-Chief**

(a) Shall schedule all referee assignments for all NKMHA team games and tournaments.

(b) Shall monitor qualifications of referees and prepare a list of referees' certification levels and registration numbers as required by the Executive Committee.

(c) Shall recruit referees' as required by NKMHA.

(d) Shall assist with information pertaining to Referee clinics through the OMHA contact and/or website and shall work with the OMHA Supervisor to assist refs in obtaining certified status.

(e) Shall be responsible for scheduling Referees' for OMHA Playdown games in other organizations as instructed by the OMHA Supervisor.

## **15. Sponsorship Director**

(a) Shall be responsible for obtaining all team sponsorships.

(b) Shall report monthly to the Executive Committee on the status of sponsorship collections as well as

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report on the year's activities at the Annual General Meeting.

(c) Shall be responsible for submitting newspaper, website, and/or notice board advertisements for acknowledging sponsorship commitments for the season.

(d) Shall work to secure sponsors prior to the start of the season, so that sponsor tags are affixed to the jerseys prior to the first game.

(e) Shall ensure all sponsor monies are collected by October 15.

(f) Shall ensure that sponsorship applications include a notice that sponsorship confers no control (implicit or explicit) or obligation for team privileges.

## **16. Fundraising Director**

(a) Shall be responsible for social and fundraising activities as approved by the Executive.

(b) Shall present the Treasurer with an itemized statement following each fund raising event.

(c) Shall present a report of the year's activities to the Annual General Meeting.

## **17. Coach Coordinator**

(a) Shall be responsible for presenting a slate of possible coaches, with the assistance of the Coaching Committee, for all teams to the Executive Committee for approval (Rep. team coaches must have a minimum of one year non-representative or equivalent experience).

(a) Shall be responsible for organizing training programs for coaches, assistant coaches and trainers for all teams.

(b) Shall be responsible for developing and maintaining a training skills manual to establish a unified approach to practices for all teams.

(c) Shall advise coaches, assistant coaches and trainers, in conjunction with the O.M.H.A Representative, of training courses being presented by O.M.H.A.

(d) Shall be responsible for and participate in the selection of Rep. team players, with the assistance of a committee or group appointed by the Executive Committee and in conjunction with the Rep. team head coaches appointed by the Executive Committee. Shall, with assistance of a committee or group appointed by the Executive Committee, assist the Rep. team head coaches in the selection of their team officials (assistant coaches; trainers; managers). In the event of a disagreement on any player or team official selection to a Rep. team, the Coaching Coordinator shall make a recommendation to the Executive Committee for their final approval.

## **18. Chief Timekeeper**

(a) Shall be responsible for the appointment, supervision and training of all timekeepers.

(b) Shall be responsible for scheduling of timekeepers for all games.

## **BY-LAWS**

### **1. SCOPE OF COMPETITION**

(a) The Association shall provide non-representative competition as follows:

(i) Tyke – Initiation program

(ii) Novice & Atom – House League & Select tournament program

(iii) Peewee to Juvenile - Local League program

(b) The Association shall provide Rep A – Major, Minor and/or AE teams, from Major Novice through Juvenile, in the OMHA and operate such teams in accordance with the OMHA Rules and Regulations.

(c) No Association team shall schedule any tournament or exhibition game in conflict with the Association NobleKing Day. This will not apply to any regularly scheduled games.

(d) Association players will play in their division/age group and may, at the discretion of the Executive, play in the next level higher.

(e) Rep Team Requirements - Rep teams must have a minimum of 14 players, including goalies. For teams Peewee level and above, it is strongly recommended that the minimum number of players is 16, including goalies. Any deviation must be approved by the executive.

### **2. OFFICIAL LOGO AND COLOURS**

The official Association colours shall be: Navy, Royal Blue, Gold and White, the colours of the NHL St. Louis Blues. Rep jerseys will be the style of the St. Louis Blues. The Association logo will be as follows (typeface is Signboard):

**This logo is the property of the NobleKing Minor Hockey Association and approval by the Vice**

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**President is required for its use. Any person or team not securing appropriate permission will be fined.**

Any team representing the Association in outside competition shall wear uniforms, as provided by the Association, with the logo affixed. Sponsorship tags shall be affixed as specified by the sponsor, either across the back shoulders or the back bottom of the jersey. Players must ensure that sponsor tags are visible at all times (i.e. if at bottom of jersey, do not tuck in).

## 3. REGISTRATION

(a) All players wishing to participate must complete and submit the necessary registration information online each year. This must be completed before attending both rep tryouts as well as regular practices and games each season.

(b) In the event that division/age quotas are established by the Executive due to financial or other constraints, players will be accepted on a “first received” basis provided that their payment is received by the due date.

(c) All players must have the registration form signed by one or both parents (guardian) and the player will not be permitted to participate until this form is properly completed.

## 4. FEES

Accepted applicants must pay the registration fees as set down by the Executive.

## 5. PROTESTS

(a) Any protests or complaints must be filed, in writing, with the Association Secretary within twenty-four (24) hours of the conclusion of the game.

(b) The Secretary shall deliver a copy of the protest or complaint to the President of the Association who will then direct it to the applicable Executive Member.

(c) A defence, if any, must be filed, in writing, with the Secretary with twenty-four (24) hours after the protest or complaint has been delivered by the Secretary.

## 6. HL AND LL BALANCING

(a) The Local League Convener, in conjunction with the coaches, shall draft players to teams, equally dividing players by level and position (as rated at the end of the previous season).

(b) Team standings will be assessed at the beginning of October and again at the beginning of December, and player transfers will be made at that time, at the discretion of the LL Convener, in consultation with the HL and LL coaches, to ensure teams are within the 400 point balancing rule. If equal ground cannot be found, the LL Convener will make the final decision.

(c) Any player is a candidate for transfer, although no player will be transferred more than once in a season, unless it is agreeable to that player.

(d) It is the responsibility of the Local League Convener to ensure all parties are contacted (parent, player, and coaches) at least 24 hours prior to the transfer of a player.

(e) It is the responsibility of the Coaching staff to ensure players and their parents that are transferred, either in or out, are acknowledged and, for incoming players, are introduced and welcomed formally to the team.

## 7. PLAYERS TRANSFERRED OUTSIDE ASSOCIATION

No release from the Association will be valid unless prepared on Association letterhead and signed by the President and Secretary.

## 8. EXHIBITION GAMES

Any O.M.H.A. Representative, or non-representative teams are prohibited from participating in exhibition games or tournaments with non-affiliated teams, at any level, unless specifically authorized by the Association Executive. Failing to observe this rule may incur disciplinary action or suspension.

## 9. PLAYING RULES

(a) With exceptions as follow, C.H.A. /O.M.H.A. rules will govern play.

(b) Simcoe Region MHA rules will govern Local League play.

## 10. POSTPONED GAMES

The President may instruct a team to play postponed, unscheduled or special games on twenty-four (24) hours notice.

## 11. CARE AND KEEPING OF EQUIPMENT

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Hockey uniform apparel or other equipment, which is the property of the Association, shall be returned to the Equipment Manager of the Association after use. Coaches and Managers are responsible for ensuring that all equipment and hockey uniform apparel is returned to the Equipment Manager.

## 12. COACHES AND MANAGERS

Each team shall have a Coach, Trainer and Manager. Coaches and Trainers shall be certified as required by the O.M.H.A. The Association will pay for upgrading or certification for 2 team coaches and 1 trainer, as approved by the Association. The association deems it preferable for the head coach of a representative team to serve a maximum of 2 years as head coach of the same group of players.

## 13. SCOPE OF BY-LAWS, REGULATIONS, ETC

All By-Laws, Rules and Regulations or Executive decisions and policies shall be binding on any and all members of the Association.

## POLICIES

### 1. ON ICE PARTICIPATION

Only registered Association players will be allowed to participate in on-ice activities. Any assistance that teams require should come from other players/coaches or members from within the Association. Any outside assistance may be approved by the Vice-President or any member of the Program Development Committee.

### 2. ICE ALLOCATION

All teams will be allocated a practice and a game weekly, on average, from October through end of March, with exceptions for holidays, tournaments and other special events. Length of games will be based on available ice and league recommendations. Ice availability in September will be allocated in order of priority of season start, with Rep teams, then LL and HL starting as ice availability permits.

Due to the larger size of the Nobleton arena, older teams will, as much as possible, play their games in Nobleton. Teams will share practice ice as needed, starting with the smallest/youngest age groups.

### 3. REGISTRATION FEES

(a) Registration fees and Rep fees will be determined by the Executive Committee every year. (Rep fees are mandatory fees that cover the additional costs for rep teams of sweaters, and ice). The Registration Committee will establish payment schedules and deadlines for season fee payments, and will report to the Executive Committee any situations which necessitate suspension of playing privileges for nonpayment of fees. All NSF cheques returned to the Association will be referred by the Treasurer to the Registrar for collection. The payer will be levied a \$20 fee. Account/Fees which remain unpaid 30 days from issuance of a letter demanding full payment shall be referred to the Executive Committee for appropriate action.

(b) Any player, who at anytime during the season quits or is asked to leave the team for which he is registered, may have part of his registration fee returned per the following refund policy:

#### **Date of Withdrawal Portion of Season Refund**

##### **Rep Level**

Before Sept 1<sup>st</sup> 100% less a \$20 Admin fee

Sept 1<sup>st</sup> – Oct 15<sup>th</sup> ¼ of season 75%

Oct 16<sup>th</sup> – Nov 15<sup>th</sup> ½ of season 50%

Nov 16<sup>th</sup> – Dec 31<sup>st</sup> end of regular season 25%

After Dec 31<sup>st</sup> into playoffs No refund

##### **IP/HL/LL**

Before Sept 1<sup>st</sup> 100% less a \$20 Admin fee

Sept 1<sup>st</sup> – Oct 15<sup>th</sup> ¼ of season 75%

Oct 16<sup>th</sup> – Nov 30<sup>th</sup> ½ of season 50%

Dec 1<sup>st</sup> – Jan 31<sup>st</sup> end of regular season 25%

After Jan 31<sup>st</sup> into playoffs No refund

(c) In addition, the player shall not be allowed to return to play for any NKMHA team, or sit as an alternate/back-up to any player, unless the NKMHA Executive has given its approval in writing. Any coach found to have contravened the above policy may face disciplinary sanctions by the NKMHA Executive, which can include suspension of coaching privileges with the Association.

(d) A late fee of \$50 applies to all registrations received after the registration window set for each year.

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## **4. TEAM FINANCIAL AND GENERAL RESPONSIBILITIES**

- (a) Team coaching staff are responsible for ensuring that their team's practice ice time is utilized as allocated. If a team does not use their ice time and fails to notify the Ice Convener within 24 to 48 hours in advance that the ice will not be used, it may forfeit any extra ice time privileges.
- (b) Rep teams are financially responsible to the Association for applicable rep fees, due September 15.
- (c) All LL and Rep teams are financially responsible for referee and timekeeper fees, payable prior to the start of each game. These teams are expected to run a paid gate, maintaining required records of receipts and disbursements, with fees as set by the OMHA. If gate receipts do not fully cover ref and timekeeper fees, teams are encouraged to fundraise to recover the difference. (see fundraising guidelines further in this section)
- (d) All House League teams are financially responsible for referee and timekeeper fees, with the Home team responsible for paying the refs and timekeepers prior to the start of the game. Since no gate is charged, it is suggested that once the season schedule has been determined, the total official's cost for the year can be determined, and the team has the option of charging each player an appropriate amount or fundraising. (see fundraising guidelines further in this section)
- (e) All teams are responsible to maintain an accounting of team finances, available at any time to team members, and to submit a financial report to the Treasurer at the end of the season, summarizing collections and disbursements.
- (f) All teams are responsible to submit/return, on NK Day, to the Gate Director, the gate log book and gate box.
- (g) All Rep teams are responsible to return, on NK Day, to the Equipment Director, one set of team sweaters, home or away, as determined by the Equipment Director.

## **5. TEAM SPONSORSHIP AND FUNDRAISING**

- (a) The Sponsorship director, in conjunction with team members, will assist in obtaining a sponsor for each team. Any monies collected by the team through donation are first applied to the required Sponsorship amount and are due to the Association. Any subsequent monies collected, either through gate, donation or fundraising are the sole property of the team to be used as required for referee and timekeeper expenses, tournaments, apparel, etc.
- (b) With the exception of gate fundraising such as 50/50 draws, any team-based fundraising activities must be approved prior to the event, by the Fundraising Committee, chaired by the Fundraising Director. A request/plan in writing, signed by the team manager and a responsible parent, will need to include the following information:
  - (i) Date/Period of Time
  - (ii) Venue
  - (iii) Ticket Cost
  - (iv) Expected # of Participants
  - (v) Expected Amount Earned
  - (vi) Names of Team Official and Responsible Parent
- (c) As for any funds raised or collected, the team official and parent together shall control all funds raised/collected. Following completion of the event, a signed financial statement must be provided to the Fundraising Committee chairperson.

## **6. LIFE MEMBERS**

A special award or an Association "Hall of Fame" will be set up to recognize long serving members of the Association who have contributed considerable time and effort to further minor hockey.

## **7. QUOTES FOR PURCHASES**

It will be a requirement that for all major purchases over \$500, 3 quotes for prices from vendors/retailers will have to be obtained prior to a purchase commitment being made by the Association. The quotes should be submitted in sealed envelopes to the Finance Committee and the quotes opened, reviewed and a selection made by the Committee. The final selection of a vendor/retailer should be recommended to the Executive for ratification.

## **8. TROPHY CASE**

The inventory of trophies, plaques, etc. housed in the trophy cases should be assigned to an Executive Member. The old trophies/plaques should be reviewed and only those of championship winners should be

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housed in the case. The older trophies should be removed and archived for posterity.

## 9. CANCELLATION OF GAMES

It is the responsibility of the team coaching staff to advise either the Local League Convener or the O.M.H.A. Representative of any cancellation of regular season or playoff games within the required time guidelines.

## 10. COACHES, MANAGERS AND TRAINERS RESPONSIBILITIES

All coaches, managers and trainers, including support personnel, shall be limited in handling no more than one team in any hockey season, with the exception of involvement in assisting with the development of a Select program.

### (a) Coaches' Responsibilities

It is the responsibility of every coach:

- (i) To prepare a list, by name and number, of the players that the coach wishes to carry.
- (ii) To register up to the maximum number of players allowed, including goaltenders, as per O.M.H.A rules.
- (iii) To inform the manager and all players of scheduled games, practices and of any changes in schedule.
- (iv) To promote and develop in the players an awareness of sound hockey fundamentals and team play, and good conduct while in competition.
- (v) To attend all scheduled games. Any coach who is absent from three consecutive scheduled games without justification may be dismissed.
- (vi) To provide the timekeeper with a properly completed game sheet showing the players names, their corresponding numbers and proper names/signatures for team officials.
- (vii) To conduct themselves in an appropriate manner, on and off the ice, to abide by the directives and policies of the Association Executive, to respect and co-operate with all coaches and referees.
- (viii) To supervise and maintain control over players at all times.
- (ix) All coaches must have duly completed the N.C.C.P. qualifications required by our governing bodies.
- (x) To promote AP players when required.
- (xi) To collect and return Association equipment to the Equipment Manager.

### (b) Managers' Responsibilities

It is the duty of every manager:

- (i) To provide a team list to all parents/players.
- (ii) To provide a full schedule of games to all parents/players, at the coach's request. This schedule should include the date(s) that each parent should run a paid gate (at least one per season).
- (iii) To submit tournament applications/registrations; look after submission of tournament team rosters; collection of tournament fees from parents.
- (iv) To notify the Ice Convener promptly when advised by the Coach that ice time will not be used; to apply for ice time lost due to scheduling changes or statutory holidays.
- (v) To assist the coach when called upon.
- (vi) To become thoroughly acquainted with the rules and regulations of our governing bodies, including and pertaining to play and playdowns, exhibition and tournament games.
- (vii) To schedule parent volunteers for Association social, fundraising and tournament events.
- (viii) To be responsible for team finances, i.e. budget, collection & disbursement.
- (ix) To submit a team financial statement, detailing expenses and income, to the Treasurer by NK Day.
- (x) Specifically for Rep teams, to pay to the Association, on behalf of the team, the rep fee by Sept 15.

### (c) Trainers' Responsibilities

It is the duty of every trainer:

- (i) To have duly completed the trainer's certificate course as required by our governing bodies.
- (ii) To assure that the team is properly dressed before the start of each game.
- (iii) To be responsible for the well-being of all players (i.e. provide first aid when appropriate and arrange for prompt medical attention in the case of suspected serious injury).

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- (iv) To have a first aid kit at each game and practice
- (v) To assist team officials when called upon.
- (vi) To ensure that players returning to regular play, after being taken off the ice due to injury, have either been seen by a physician, if required, or appear able to resume normal play
- (vii) To provide a written report, as soon as possible, to our governing bodies in the case of a serious injury to a player.

## 12. CONDUCT OF TEAM OFFICIALS, PLAYERS AND PARENTS AND/OR GUARDIANS

- (a) All players, team officials and parents/guardians must abide by the OMHA and NKMHA Codes of Conduct when involved in NKMHA-related events. The Discipline Committee will rule on conduct contravening these codes, and has the authority to assess sanctions as appropriate, including the removal of playing, coaching or spectator privileges, as well as the assessment of fines (i.e. for physical damage of premises).
- (b) Smoking by team officials and players is prohibited in the dressing rooms and on the players' benches. Non-smoking building policies will be adhered to by all team officials and players.
- (c) The use of alcoholic beverages and illegal drugs by team officials or players, prior to or during a scheduled practice or game of the Association, is prohibited.

## 11. JACKETS

- (a) An apparel program, run under the direction of the Executive, or outsourced by Executive agreement, will provide NobleKing logo'd apparel, at a modest markup to the benefit of the association.
- (b) A standard list of items will be available.
- (c) In order to maintain a consistent quality and uniformity in style and look, Rep teams are required to wear to all games a NK baseball cap or hat and one of the following options:
  - (i) NK long or short-sleeved golf shirt with navy casual dress pants, or
  - (ii) NK golf shirt and NK navy wind suit or wind shirt and navy casual dress pants
- (d) It is strongly recommended that Rep team players also wear association melton leather or three-in-one jackets and carry association hockey bags.
- (e) Any team or individual wishing to purchase items not on the standard list (additional clothing, pucks, etc.) with the logo or any type of NobleKing recognition affixed, must apply in writing for approval to the Executive. A modest markup of the pre-tax value of the item(s) will be payable to the Association for the use of the logo. Approval will be based on, but not limited to, quality, style, colour and material.

## 12. EQUIPMENT AND DISTRIBUTION

The care and distribution of Association equipment shall be the responsibility of the Equipment Manager. All equipment shall be distributed, cleaned, repaired and stored at the arena storage site, unless other approved arrangements are made. Equipment required for any reason other than regularly scheduled games or practices, may be obtained from the Equipment Manager and shall be returned promptly after usage.

## 13. COACHING STAFF SCREENING GUIDELINES

The Association shall follow C.H.A. or O.M.H.A. screening guidelines to protect its coaching/administration staff and players from possible abuses of authority and charges of misconduct.

**Removed by AGM Vote 26 Feb 09**

## 14. CHAMPIONSHIP TEAM AWARDS

~~NKMHA maintains a special fund to be used towards awarding teams who win a League Championship (i.e. OMHA/OHF/A championship of any Local or Select League). The award will be released upon submission of invoices for team purchase (i.e. jackets, rings, etc.) within 90 days of written notification from the president of eligibility for said award. The amount of said award will be limited to the lesser of \$1000 per team or \$5000 divided amongst all championship teams for the year.~~