

**CONSTITUTION, BYLAWS, RULES AND REGULATIONS  
OF  
SUDBURY MINOR HOCKEY ASSOCIATION  
AMENDED TO MAY 2014**

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<b>ARTICLE ONE (1) - ORGANIZATION</b>
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**DEFINITIONS & INTERPRETATION**

1.01 NAME

This organization shall be known as the Sudbury Minor Hockey Association and shall be hereinafter referred to as the S.M.H.A. or Association.

1.02 TEAM

A playing group made up of players who qualify to play in a division or category under H.C. regulations governing age, residential and other qualifications, up to the number provided by H.C. regulations.

1.03 CLUB

A hockey organization which may have registered with it, players in two or more recognized H.C. divisions or categories, and which may operate two or more active teams. All teams in a club organization must have common signing officers.

1.04 ASSOCIATION

A governing body with elected representatives, which operates more than one league of registered N.O.H.A. teams in different divisions or categories including house league.

1.05 TEAM OFFICIAL

REV 05/10

All team officials including the coach, assistant coach, manager, trainer, etc.

1.06 OFFICER

Any executive member of the S.M.H.A. Board of Directors including President, Past President, Vice President, Secretary and Treasurer.

## INTERPRETATION

- 1.07 "Act" means the Corporation Act, as amended;
- 1.08 "By-Law" means by-law of the Association including any special by-law;
- 1.09 "Director" means a member of council;
- 1.10 "Special Resolution" means a resolution passed by the vote of at least two-thirds of the members present and voting at a duly convened General meeting;
- 1.11 "Member" means a member of the Association;
- 1.12 All terms defined in the Act have the same meaning in the by-laws;
- 1.13 The singular includes the plural and the plural includes the singular;
- 1.14 The masculine includes the feminine.

<b>ARTICLE TWO (2) - STATUS</b>
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### 2:01 NAME AND COMPOSITION

N32 05/04

#### SUDBURY MINOR HOCKEY ASSOCIATION

**new 05/04** Whereas the Sudbury Minor Hockey Association is a voluntary association of member teams designed to promote hockey at competitive and recreational levels in accordance with the Constitution and Bylaws of Hockey Canada, the Ontario Hockey Federation and the Northern Ontario Hockey Association. Now therefore be it enacted:

Re5/00

The name of the Association shall be the Sudbury Minor Hockey Association, which shall be comprised of teams made up of children who shall otherwise meet the criteria as set out by the Board of Directors from time to time by resolution and who shall normally reside within District 8 as allowed under the N.O.H.A. rules and regulation.

**ARTICLE THREE (3) - ASSOCIATION**

NEW 05/04

**OBJECTIVES:**

- 3.1 To conduct, foster, organize and promote for the provision of minor hockey as the recreational activity in the community of the City of Greater Sudbury for players in the age groups defined for minor hockey by Hockey Canada.
- 3.2 To organize and administer representative and recreational teams for inter association competition
- 3.3 To organize and conduct programs designed to develop the individual skills of its' players, coaches and officials.
- 3.4 To foster and encourage good sportsmanship and Fair Play.

**ARTICLE FOUR (4)- COLOURS**

REV 05/13

The official colours of the SMHA shall be set by the Board of Directors. Any team colours or combination of colours requests must be presented to the Board of Directors for approval prior to start of season.

**ARTICLE FIVE (5) - HEAD OFFICE**

5.1 The head office of the Association shall be in the Municipality of Sudbury, in the province of Ontario, and at such place therein as the Board of Directors may from time to time determine.

**ARTICLE SIX (6) - MEMBERSHIP**

REV 04/05 The membership of the Association may consist of the following:

- 6.01 The S.M.H.A. shall be composed of its' executive officers and any properly elected member of the Board of Directors shall automatically become a member of the Association.
- 6.02 Membership will be accorded to one parent and/or guardian of registered players at the annual registration upon completion of the S.M.H.A. registration form and will be valid until the next annual registration.
- 6.03 Membership will be accorded to all registered coaches, managers, carded team officials deemed to be members of the association and have been accepted by the Board of Directors of the Association.
- 6.04 Any member delinquent in their fees shall forfeit said membership until full payment of

fees is received by the Association.

6.05 Any other person as approved by resolution by the Board of Directors of the Association from time to time, including any individual who may have an interest in the general betterment of the S.M.H.A.

#### **6.06 APPLICATIONS**

With the exception of any properly elected member of the Board of Directors of this Association, any person wishing to become a member of this Association shall submit the appropriate application within thirty (30) days prior to the annual meeting to the Board of Directors and, upon approval by the Board, the applicant becomes a member. No membership shall be transferable.

#### **6.07 RESIGNATIONS**

A member may resign by notification in writing, and the resignation shall become effective upon acceptance thereof by the Board of Directors. A member remains liable for payment of any assessment or other sum levied or which became payable by him to the society before acceptance of his resignation.

#### **6.08 EXPULSIONS**

**REV 05.04** Any member of the Association, excluding Directors of the S.M.H.A., whose conduct has been determined by the Board to be improper, unbecoming, or likely to endanger the interests or reputation of the society or who wilfully commits a breach of the constitution or bylaws of the Association may be expelled or suspended after a hearing at which all those concerned were advised to have the right to be present. A decision will be reached by a seventy-five per cent majority of the board.

### **PART II** **BY LAWS**

<b>BY LAW ONE (1) – MEMBERSHIP AND VOTING</b>
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#### **1:01 BOARD OF DIRECTORS**

The affairs of the Association shall be managed by a Board of Directors, each of whom at the time of his election and throughout his term in office must be a member of the Association in good standing.

#### **1:02 NUMBER OF MEMBERS OF BOARD OF DIRECTORS**

REV 2009

Commencing in 2009 and until changed, the number of the Directors of the Association shall be fourteen (14). Notwithstanding vacancies, the remaining Directors may exercise all the powers of the Board as long as a quorum of the Board remains in office.

Armand Vincent, Gerry McCrory and Sheila Roy (posthumously) will be granted a one-time, life membership appointment with full voting privileges on the Board of Directors and one grandfather life time member.

A life membership is the highest honour that can be bestowed by the S.M.H.A, and is awarded only for very distinctive services to the S.M.H.A. Nominations for life memberships must be forwarded to the President, in writing, thirty days prior to the Annual General Meeting, with the approval of at least five members of the Board of Directors on the nominating paper for each proposed life member, and shall be restricted to those who have served on the Board of Directors of the S.M.H.A. Life members shall have the privileges of members of the Board of Directors of the S.M.H.A, being eligible to serve on all committees in an advisory capacity, and will have voting privileges at the Annual Meetings and Annual Minor Meetings. Life members are entitled to expenses for attendance at the Annual Meetings and Annual Minor Meetings only.

### **1:03 QUALIFICATION OF DIRECTORS**

REV 05/11

Each Director shall be eighteen (18) or more years of age, and shall be a member of the Association.

Children of directors who are enrolled to play NOHA carded hockey for the upcoming season shall be registered members of the SMHA. An exception may be granted only when that child has tried out for and been released from the SMHA team in his/her age group or if the association does not have a team in the appropriate age group or at an appropriate carded level in which the child may participate.

### **1.06 REMOVAL**

REV 05/13

The members of the Association may, by resolution passed by at least seventy-five per cent of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any Director before expiration of his term of office; and may, by a majority of votes cast at the meeting, elect any qualified person in this stead for the remainder of his term.

### **1.07 VACANCIES**

If any member of the Board resigns his office, or without reasonable excuse absents himself from three (3) consecutive meetings or a total of six (6) or more Board Meetings in his

term, or is suspended or expelled from the Association, the Board will declare his office vacated and appoint a successor in his place to hold office until the next Annual General Meeting.

### **1:08 INDEMNIFICATION**

Add 5/00

Every Director of the Association is deemed to have assumed office on the express agreement and condition that he and his heirs, executors, administrators, and estate and effects respectively shall from time to time, and at all times, be indemnified and saved harmless out of the funds of the Association from and against all costs, charges, and expenses, which such Director sustains or incurs in or about any action, suit or proceeding which is brought, commenced, or prosecuted against him for or in respect of any act, deed, matter or thing made, done or permitted by him or any other Director or Directors in or about the execution of the duties of his or their office, and also from and against all other costs, charges, and expenses which he sustains or incurs in or about or in relation to the affairs thereof except such costs, charges, or expenses as are occasioned by his own wilful neglect or default. The Association shall at all times keep and maintain in force Director's and Officer's and entity Liability insurance in the amount of a minimum of 5 million dollars (\$5,000,000.00) to protect its' Directors/Officers in the event of any legal action taken against a Director/Officer as a result of the actions of the Directors/Officers in the performance of their duties.

**BY LAW TWO (2) – OFFICERS AND THE BOARD OF DIRECTORS:  
DUTIES AND POWERS**

### **2.01 TERM AND ELECTION**

REV 2009

(1) All directors shall be elected at the annual general meeting of the Association and shall hold office for two (2) years until their successors have been duly elected or appointed unless removed in the meantime. Commencing in 2009 and until changed the seven (7) out of fourteen (14) elected directors shall be elected in the even numbered years. The seven (7) out of fourteen (14) elected Directors shall be elected in the odd numbered years.

Rev 2007/2010

Voting at the annual meeting for directors shall be by secret ballot or ballots. Nominations for all Directors shall be accepted up to and including the day of such meeting. Nominations may also be accepted from the floor. The Director election date and year of elected Director to be included with name.

Rev2013

(2) The Executive of the Association shall be made up as follows:

President	Secretary	
Vice President of Rep Program	Vice President	of House League
Treasurer		

The Board shall nominate and elect each of these executives from their Board. In order to be eligible for election to the position of President of the Association, a candidate must have served for at least one (1) year on the Board of Directors. Commencing in 2011, Executive Officers shall be elected for a (1) one year term. In the event a successor and that director shall serve the balance of the term.

### **2.03 OFFICERS**

Rev 5/00

The Board of Directors may from time to time, appoint such officers, agents, commissioners, convenors and committee members and authorize the employment of such other persons as is deemed necessary to carry out the objects of the Association and such officers, agents, commissioners, convenors, committee members and employees shall have the authority and shall perform the duties from time to time prescribed by the board.

REV 05/04

### **2.04 REMOVAL – AGENTS AND EMPLOYEES**

Subject to any provincial legislation and anything herein stated to the contrary, all officers, managers, agents and employees are subject to removal from office or employment by the Board of Directors at any time, with or without cause and with or without notice.

Rev 05/11

### **2.05 PAST PRESIDENT**

The person being the immediate Past President of the Association shall be a Director and shall serve until the existing President shall complete his/her term. The Past President shall sit on the board in an advisory capacity and provide continuity within the association. The immediate Past President will be a non-voting position on the board of directors.

REV 05/04

### **2.06 PRESIDENT**

The President shall, when present, preside at all meetings of the members of the Association and of the Board of Directors unless a Chairman of the Board has been elected or appointed and is present.

The President will provide leadership in determining policies and in the administration of the affairs of the S.M.H.A. The president will be the official spokesperson at all functions unless otherwise stipulated by the Constitution and Bylaws. The President will be signing officer.

The President shall also be charged with the general management and supervision of the operations and employees of the Association. The President with the Secretary or other officer appointed by the Board for the purposes, shall sign all resolutions and membership certificates and all other documents requiring their signatures. In the event of an extended absence,

designate the Vice President to Act.

## **2.07 VICE-PRESIDENTS**

REV 05/11

Beginning in 2011, the SMHA will elect to its executive two (2) Vice Presidents.

### **Vice President of Hockey Operations – Rep Program**

He/She shall perform all the duties in the absence of the President and all tasks delegated to him/her by the President. Shall assume the office of President should it become vacant until the next General Meeting at which time an election for a new President would take place. He/She shall be appointed a signing officer of the association. In addition, he/she shall also oversee the operations of the association's Rep programs and shall oversee all aspects of this committee.

### **Vice President of Hockey Operations – House League Program**

He/She shall be chairman of the Team Selection committee for House League programs within the Association and shall be appointed as signing officer of the Association. He/She shall oversee the operations of the association's House League clubs as designated by the Board and shall assume the position of Chairman of Hockey Operations for all House League programs and shall oversee all aspects of this committee

## **2.08 TREASURER**

REV 05/04

To receive all monies owing to the Sudbury Minor Hockey Association and to pay all approved accounts. Perform all duties associated with the office of the Treasurer. Keep accounts, receive and deposit funds in a chartered financial institution. Make dispensations with executive approval by cheque, signed by the Treasurer and President or Vice President Hockey Operations.

The treasurer will be required to provide the Board of Directors with a monthly financial overview of the Association's financial position and to advise the Board of Directors on all financial matters; Present a review engagement at the Annual Meeting. He/She will also keep a record of all financial transactions and prepare such records for audit and/or accountants' statement at the close of each term in office.

## **2.09 SECRETARY**

REV 05/04

To keep an accurate record of all proceedings of meetings of the membership and Directors as well as be responsible for the meeting agendas and general correspondence of the Association.

Perform all duties associated with the Office of Secretary. Distribute all material deemed



necessary by the Constitution and Bylaws. Keep all files and correspondence. Perform other duties assigned by the President.

<b>BY LAW THREE (3) – REGISTRATION FEES AND FINANCIAL</b>
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**3:01                    PLAYER REGISTRATION FEES**

REV 05/04

Eligible players shall register with the SMHA on an individual basis. The registration fee will be set by the Board prior to registration and may be adjusted throughout the year.

**3:02                    ASSOCIATION MEMBER FEE**

The annual Association membership fee for the next ensuing year shall be determined by the Board of Directors and shall be payable as part of the player registration fee.

**3.03                    DOCUMENTS**

Rev 05/04

All documents including banking papers, on behalf of the Association shall be signed and sealed if necessary by either the President or the Vice-President, and by the Secretary or other such members as are designated by the Board.

**3.04                    BOOKKEEPING AND RECORDING OR EXPENDITURES**

Rev 05/04

**3.05                    SEAL**

The seal, an impression of which is stamped to this by-law, shall be the corporate seal of the Association.

**3.06                    BOOKS AND RECORDS**

The Board of Directors shall cause all necessary books and records of the Association required by law and the by-laws of the Association to be regularly and properly kept.

**3.07                    CONTENTS**

The minute books of the Association shall contain a copy of the Constitution of the Association. All extraordinary and ordinary resolutions passed, a copy of the by-laws of the Association, and copies or originals of all documents registered, and resolutions as required by

law.

The books of the society shall record all money in respect of which the receipt and expenditure takes place, all revenues and purchases and all assets and liabilities of the Association as well as all other transactions affecting the financial position of the society.

### **3.08 INSPECTION**

All minute books and books of account shall at all times be open to inspection by the Directors and the auditor and/or the accountant. No member, not being a Director, shall have any right to inspect any account or book or document of the Association except as conferred by or authorized by the Board or by resolution of the members, whether previous notice thereof has been given or not.

### **3.09 FISCAL YEAR**

The fiscal year of the Association shall terminate on the last day of April in each year or such other day determined by resolution of the Board.

### **3.10 ACCOUNTANT**

The accountant shall be required to produce a review engagement report which will be presented to the members and to the Board at any annual general meeting during the tenure of office.

### **3.11 BOOKKEEPER**

REV 05/08

The treasurer will create a budget for the upcoming year no later than October 15<sup>th</sup>.

### **3.12 BUDGET**

NEW05/01

(a) That for any event sponsored by Sudbury Minor Hockey Association, a proposed budget be developed and approved by the board.

(b) That a finalized statement of the said event be presented to the board no later than thirty (30) days after the event.

### **3.13 EXPENDITURES**

REV 05/04

(a) That no officer or director has the authority to make any expenditures in excess of

- two hundred (\$200.00) on behalf of Sudbury Minor Hockey Association.
- (b) The only exception to (a) would be for the President and Treasurer to pay budgeted bills of the association, the every day needs to run the office and to make sure the financial needs of our lotteries are met.
  - (c) That Board approval be required before any expenditures are made beyond the needs of the Association as listed in (a).

**BY LAW FOUR (4) – BOARD OF DIRECTORS – AUTHORITIES & DUTIES**

**4.01**

REV 05/13

The Board of Directors shall, without limiting generality of the foregoing, be responsible for the following:

- a. The appointment of all committees as may be deemed necessary from time to time and the appointment of referees-in-chief, as well as the head timekeeper;
- b. To direct the affairs and business of the Sudbury Minor Hockey Association and to authorize all expenditures in connection therewith;
- c. Shall appoint and provide for the payment of an Executive Director who shall be responsible with the President, for all matters pertaining to the direct operation of the Sudbury Minor Hockey Association under the direction of the Board of Directors, and such Executive Director need not be a member of the Association;
- d. Arrange for the entry or suspension of any club, team, team official, or player for any reason deemed appropriate by the Board;
- e. Make any and all special rulings for any game, series, or playoffs;
- f. Shall determine all questions arising from emergencies or problems not provided for in the rules and regulations of the Association;
- g. Approval of all team entrant applications, together with approval of team colours;
- h. Such other responsibilities as would normally be required by any Board of Directors of any similar or identical Association;
- i. Each game official will be paid the rate as per division, having been reviewed and approved on an annual basis by the Executive of the Association.
- j. Notify and provide direction to the Ice Coordinator of team needs.
- k. Prepare a report for the Annual Meeting.
- l. Ensure that all players are duly registered before participating in SMHA programs.

**4.02 OFFICE MANAGER AND EXECUTIVE DIRECTOR**

REV 05/13

Be responsible for the organization and administration of the registration of SMHA players and staff with the SMHA. Assist with the delivery of SMHA sanctioned tournaments

and events. Manage liability claims to their conclusion and perform other duties as assigned by the Board of Directors.

#### **4.03 MARKETING DIRECTOR**

new 05/04

Be responsible for obtaining sponsors to the S.M.H.A. Be responsible for the coordination of fundraising i.e. lotteries, bingos etc. Be responsible for maintaining and promoting the S.M.H.A. identity with the community.

<b>BY LAW FIVE (5) – ANNUAL AND GENERAL MEETINGS</b>
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#### **5:01 ANNUAL MEETINGS**

An annual meeting, called for the purpose of electing directors and transacting such other business as may properly come before an annual meeting, shall be held on a Saturday, shortly after the N.O.H.A meeting. This meeting will begin at 9:00 a.m.

#### **5:02 NOTICE OF MEETINGS**

REV 03/13

Notice of the time and place of every general membership meeting shall be posted on SMHA website, in addition provided to every individual team manager by electronic distribution (email) and distributed to each parent via the team manager fifteen (15) days before the time fixed date for the holding of such meeting.

A general or special meeting of the Association may be held at any time and place without notice if all members of the Association are present thereat. At such a meeting, any business may be transacted which the Association may lawfully transact. Notice shall be deemed to be received four (4) days after posting of such notice. No accidental error or omission in giving notice of any meeting or any such adjourned meeting shall invalidate such meeting or make void any proceedings taken thereat. There must be a minimum of one (1) general membership meetings per season.

#### **5:03 WAIVER OF NOTICE**

A member may at any time waive notice of any meeting and may at any time ratify, approve, and confirm any of the proceedings taken thereat.

#### **5:04 AGENDA**

Rev 5/00

At every annual meeting, in addition to any other business that may be transacted, the report of the Board, the financial statement, and the report of the accountants shall be presented, a Board of Directors elected and accountants appointed for the ensuing year.

**5:05 QUORUM**

A quorum for the transaction of business at any meeting of the members shall consist of twenty-five (25) members present in person at any general meeting of the Association.

If a quorum is not present within thirty (30) minutes after the time called for the meeting, the meeting shall stand adjourned to a time and place determined by the Chairman and a quorum at any such meeting shall be those members who shall be present in person at such adjourned meeting.

Once the quorum has been met, the meeting shall remain duly constituted regardless of the number of members present thereafter until its completion.

**5:06 VOTING**

REV 05/10

Every person as a member of the Association in good standing is entitled to one (1) vote provided they register with the office manager prior to the annual meeting.

**5:07 VOTING PROCEDURE**

Question arising at any meeting shall be decided by a majority of votes. The Chairperson will cast a vote only to break a tie. The current Chairperson elected by the Board of Directors or his or her designate shall be the Chairperson of the Annual Meetings.

The Chairperson may also be the President of the Association at the discretion of the Board.

**5.08 AMENDMENTS**

The by-laws of the Association shall not be altered, deleted, or added to, except by a special resolution of the Association. A "special resolution" means a resolution passes by two-thirds of such members entitled to vote as are present in person and in the physical act of voting, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

**5.09 BOARD MEETINGS**

REV 05/13

a. Board meetings may be held at such times and at such places as the Board of Directors from time to time determine. Any meeting of the Board of Directors may be adjourned

to any time and from time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place.

Notice of an adjourned meeting is not required. A meeting may be adjourned if a quorum is not present.

- b. Board Chairperson shall be elected by the Board annually, who shall be:
  - i. the person in charge of all Board Meetings and Annual Meetings.
  - ii. responsible for setting the agenda for all Board and General Meetings.
  - iii. shall vote only to break a tie at all meetings.
  - iv. shall be a member of the Executive Committee.

#### **5.10 NOTICE OF MEETINGS**

Notice of Directors' meetings shall be given to each Director not less than seven (7) days before the date of the meeting.

Meetings of the Board may be held at any time without formal notice if all the Directors are present or those absent have waived notice or have signified their consent in writing to the meeting being held in their absence. A Board meeting may also be held, without notice, immediately following the annual general meeting of the Association.

#### **5.11 QUORUM**

Fifty percent (50%) plus one (1) of elected Directors whom would be entitled to vote at any properly constituted meeting of the Board of Directors except for their absence at such meeting shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

#### **5.12 VOTING**

Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes.

#### **5.13 RESOLUTIONS**

A declaration by the Chairman that a resolution has been carried and an entry to that effect in the minutes is prima facie evidence of the fact without proof of the number of proportion of the votes recorded in favour of or against such resolution.

A resolution in writing signed by all the Directors is as valid and effectual as if it has been passed at a meeting duly called and constituted.

**PART III**  
**RULES,  
REGULATIONS  
AND  
CLUB OPERATIONS**

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The rules, regulations and club operations shall be, and as amended in May 1994, the following -

**RULES AND REGULATIONS**

**1. TEAM COLOURS**

REV 05/10

Team colours must be registered where applicable with the S.M.H.A. Office and recommended by the Executive before the schedule begins. Teams playing in external leagues must have two (2) sets of jerseys (home and away), and under these circumstances will not require Executive approval, excluding House League.

**2. RE-SCHEDULED GAMES**

Any team wishing to reschedule a game may do so at the discretion of member league regulations and the S.M.H.A. office.

**3. LEAGUE PLAYOFF REGULATIONS**

REV 05/08

All semi-final and final play-off series in all divisions will be determined in accordance with the rules and regulations under each of the Nickel District Hockey League, the North Eastern House League, or any other such external leagues as may apply from time to time, wherever applicable.

**4. NOHA PLAYDOWNS SERIES**

NOHA Playdowns series will be decided as per the NOHA Constitution.

## 5. DRAFT MONEY

Any draft money paid by junior teams for players having played in the Association will be paid to the S.M.H.A.

## 6. DISCIPLINE

REV 05/13

1.
  - a) The Executive shall have the authority to reprimand or suspend a coach, team official, player or parent.
  - b) Team management along with the Board of Directors are jointly responsible for the deportment of their players and parents in or on the arena site while under their supervision.
  - c) The Convener will have the authority to request a meeting with the coaches, managers, players and/or parents in order to discuss their behaviour on or off the ice. These individuals will be present before a committee comprised of the Convener and the Executive Member responsible for that division. The Convener shall convene said meeting if requested by team management.
  
2. No team official shall be suspended or fired without the sanction of the Board of Directors of the S.M.H.A.
  - a) If requested by either party, there shall be a hearing where all parties concerned are present.
  - b) The hearing shall be held within two (2) weeks from the date of the actual incident.
  - c) The team official being suspended or fired shall submit in writing a letter requesting said hearing to the S.M.H.A. and to the person or persons involved.
  - d) The S.M.H.A. shall set the date for the hearing.
  - e) If all parties involved do not attend this meeting then the S.M.H.A. shall rule in favour of the party as warranted by the evidence available and no further hearing will be required.
  
3.
  - a) Any player or member of team management may be required, upon written notice and at the discretion of the S.M.H.A. Executive, to appear before the S.M.H.A. Executive and may be suspended for failure to appear.
  - b) There will be an agreement reached between the Nickel District Hockey



League and the S.M.H.A. as to which rules will apply to the N.O.H.A. teams.

## **7. GRIEVANCE PROCEDURE**

REV 05/08

Complaints or grievances will be handled by a committee headed by VP/Hockey Operations. The proper procedure for complaints or grievances will be to contact Hockey Operations in writing. The committee will make a decision on the matter or refer the issue to the Board. The concerned party may request to appear before the Board in person, in writing. The VP will respond with acknowledgement of receipt of the complaint within (7) seven business days.

## **8. REGISTRATION FEE**

a. <sup>Rev2006</sup> S.M.H.A. players' fees and insurance must be paid by October 1<sup>st</sup> and all cheques made payable to the Sudbury Minor Hockey Association. For registrants in the initiation development program only, players will be required to pay the registration fee in full, prior to any on-ice participation in the program. A one-time, pro-rated refund without Board approval will be available at the initiation level until December 31st of each season.

b. Full registration fees where applicable shall be non-refundable except at the discretion of the Board of Directors.

c. Any refund authorized pursuant to 8(b) herein shall be prorated based on the number of regular season games remaining as of the date of the request for refund, in writing. Once a refund has been issued the player may not play for any S.M.H.A. sponsored team that hockey season.

d. <sup>Rev 03/13</sup> The team staff will have the player complete a SMHA registration form when signing a player's certificate at rep levels and will have a four-day grace period to submit it to the SMHA office. For all other categories, except Midget, the parent or guardian of the player must sign the registration form. At the Midget level, the player and his parent/guardian must sign the form.

e. Team fees must be paid to the respective teams by December 1<sup>st</sup>. Team managers shall provide to the SMHA, the names of players as "not in good standing" until such fees are paid.

## **9. TIE BREAKING PROCEDURE**

Rev 5/08

All ties in regular season, round-robin and play-off standings will be decided in accordance with the rules and regulations in force in the Nickel District Hockey League, NorthEastern House League, or other such external leagues as may be in effect from time to time.

## **10. RESPONSIBLE DESIGNATE**

Each team shall select a parent(s) to act as a designated responsible adult to accompany a player to the dressing room in the event of an injury. In the presence of a qualified trainer, the trainer shall become the automatic designate. Should such a designate not be present at any one game, the team coach or manager reserves the right to refuse the player from going on the ice after occurrence of the injury.

## CLUB OPERATIONS

- Rev 03/13
1. a) i. All Major AAA teams must submit their protected players' list to the SMHA office by the second Friday in May before 4:00 PM. All Minor AAA teams must submit their protected players' list to the SMHA office by the following Monday in May, by 4:00 PM. With the exception of Major/Minor Midget AAA who will submit their protected players' list to SMHA office by the third Friday in September.
  - ii. All Major AA teams must submit their protected players' list to the SMHA office by the third Friday in May before 4:00 PM. All Minor AA teams must submit their protected players' list to the SMHA office by the following third Friday in May, by 4:00 PM.
- With
- the exception of Major/Minor Midget AA who will submit their protected players' list to SMHA office by the third Friday in September.
- new 03/13
- iii. All Major A teams must submit their protected players' list to the SMHA office by the second Friday in September before 4:00 PM.
- All
- Minor A teams must submit their protected players' list to the SMHA office by the Monday following second Friday in September, by 4:00 PM. With the exception of Major/Minor Midget A who will submit their protected players' list to SMHA office by the third Friday in September.
- Rev 03/13
- iv. The S.M.H.A. office will book ice-time for try-outs in the following order: (1) Minor/Major AAA; (2) Minor/Major AA; (3) Minor/Major A; (4) House League (where applicable).
- Rev 03/13
- b) Any A, AA or AAA N.O.H.A. carded team will consist of a minimum of fifteen (15) players, coach, manager and trainer in any given year. Should there exist a shortage of players deemed eligible to participate in any particular age group or division, a number under fifteen (15) may be signed with the consent of the VP/Hockey Operations or any signing authority. Should consent not be granted, the team must sign the required fifteen (15).
  - c) The person or organization (coach, manager, sponsor, etc.) which makes formal application for and is accepted into the S.M.H.A. for the current season, will at the end of that season relinquish responsibilities for the next season excepting AAA teams which may be awarded a team longer than a one year term, on condition of board approval.

2.<sup>Rev 5/98</sup> All teams except recreational categories must sign at least fifteen (15) players to H.C. cards by their first league game of each year provided that there are sufficient players registered in that category.

Rev 5/00

3. Sudbury Minor Hockey Association operates as a club system. Therefore, every AAA team is affiliated with the AA teams at the same level as well as all teams below their division (AAA and AA). AA teams are affiliated with all teams below their division. Junior teams are affiliated with all AAA and AA teams in accordance with N.O.H.A. Club system N.O.H.A. chart.

4. No trades will be allowed between teams. When players register to play in the S.M.H.A., they do so with the understanding that they will play under the rules and regulations of the Association.

REV 2006

5. a) Old entries will not be renewed if the player or parent(s)/guardian(s) owes to the S.M.H.A. or to the previous years' teams, money for registration, ice time, transportation, accommodations and/or team operations. Also, any borrowed equipment from either S.M.H.A. or the team must be returned, in order for a player, parent(s)/guardian(s) to be a member of good standing. Teams must submit a list of players not in good standing with their financial statements by the annual general meeting.

The manager would be responsible to report any delinquent accounts to the S.M.H.A. office no less than fifteen (15) days prior to the start of the next season.

b) All teams will be required to re-apply to the Association for re-admission on a yearly basis whether they are previous members or new entries. The S.M.H.A. Board of Directors will also have the authority to accept or reject new and/or old player applications. Old entries may not be renewed if the player or parent(s), guardian(s), did not conduct themselves in a manner acceptable to the S.M.H.A.

6. The Association's executive will have the authority to accept or reject new or old entries. Old entries may not be renewed if the organization did not operate under the rules and regulations of the Association in a spirit which benefits the entire Association.

7.<sup>Rev 5/11</sup> All teams must submit signed player/staff certificates to SMHA office. All player/staff will be electronically uploaded to NOHA database by SMHA registrar only. No player or member of management shall input any data directly to NOHA database and should this occur the club, player or member of management shall be suspended by SMHA. All teams will be registered under the auspices of the S.M.H.A.

8.<sup>Rev 05/15</sup> All teams must submit a budget by October 31<sup>st</sup>. Two financial statements must be submitted to SMHA and parents or guardians by January 15<sup>th</sup> (cut-off December 31<sup>st</sup>) and a final balance and income and expense statement by SMHA Annual General Meeting.

All teams must submit their financial statement, to the SMHA office prior to the annual meeting, or during registration at the annual meeting.

If a team does not submit the financial statement, it will not be eligible for a vote at the annual meeting. All team financial statements shall be made available to the respective team's parents and/or guardians twice per year.

REV 05/13

a) All coaches in the Association must hold a Coaches' Level certificate under the National Coaching Certification Program. Coaches registered at the AAA divisions will be encouraged to complete their N.C.C.P. Development 2 Level Certificate and will be duly recognized by team selection committee. Coaches will be given financial assistance after the completion of NCCP Development 2 Level certificate. The amount of financial assistance will be determined by the SMHA Board of Directors.

b) All trainers in the S.M.H.A. will be required to have their hockey trainers' certificate as required by the N.O.H.A.

c) All other team officials must be approved by the S.M.H.A. Board of Directors, with the advice of the Vice President's and/or the Division Conveners.

d) All S.M.H.A. team officials must possess and provide confidentiality to the Review Committee Chair for the S.M.H.A., a valid police check by November 1<sup>st</sup>. Failure to comply by this date will result in the offending individual being suspended from his duties until a valid police check can be produced.

10. Any coach, manager, trainer, sponsor, parent or executive member found to be tampering with players of given clubs in an attempt to secure these same players for other teams, will be expelled from the Association.

11. All teams must be finalized by a date to be set by the Board of Directors.

12. Every player will receive fair ice time and play regularly in all categories providing the player abides by team rules, concerning attendance at practices, arriving at practices and games on time, or any other team rules pertinent to the discipline of the players on the hockey team, and he accepts any fair penalty for any breach of these team rules.

13.<sup>Rev 05/13</sup> Rep and House League teams must submit player's list and sweater numbers to the

S.M.H.A. office by October 1st of the season.

14. <sup>Rev 03/13</sup>

Player's cards at the A level may be distributed and try-outs commenced as early as Friday of the Labour Day weekend.

15. <sup>Rev 5/13</sup>

Players may be released from AAA, AA, A and house league teams at any time prior to the N.O.H.A. signing deadline. However, the player, his parents/guardians, and the staff must have a meeting, discuss the problems and implement a plan over the next two (2) week period for player improvement purposes. The specific problems as identified at the meeting and proposed remedy, as determined at this meeting, shall be submitted in writing to the SMHA. Should the situation not be resolved, the SMHA Executive in consultation with the staff and convener, will consider whether the player should be released or no; providing the problem, as outlined in the report, still exists. Releases requested under any circumstances after the signing deadline must receive approval of the SMHA Executive.

16. <sup>Rev 03/13</sup>

In the event of the availability of players registering with the S.M.H.A., and players are still available after the carded team rosters are filled, the S.M.H.A. would place these available players on a team or teams depending on the available number. These teams would play in an S.M.H.A. approved League if numbers permit. It could be possible to enter team(s) at each of the Novice, Atom, Peewee, Bantam and Midget levels.

17. <sup>Rev 03/13</sup>

The S.M.H.A. will grant releases under the following conditions:

- a) To any or all surplus players above the maximum number of cards for the division provided the player has attended a minimum on one on-ice tryout. The player may then go to any declared team, or,
- b) Where the player receives the permission of all the teams registered in his division to be released.

18. Where there is a restriction on the number of S.M.H.A. teams permitted to advance to the Northern Ontario Hockey Association Tournament of Champions, in a particular age group or division, the Nickel District Hockey League final regular season standings will be used to determine which team(s) will advance.

- a) The Nickel District Hockey League Final Regular Season standings shall consist of the number of games required,
- b) In the case of a divisional split, the team that finishes in the higher division will advance to the playdowns.

- 19.<sup>REV 05/13</sup> Under no circumstances may a Rep player compete for two (2) teams coincidentally while a registered member of the S.M.H.A. Registered affiliations are excepted from this rule.
- 20.<sup>REV 5/08 5/10</sup> Any manager, coach, assistant coach, trainer, cannot sign N.O.H.A. cards in two different Associations in the same year at the same time without prior written consent from the Board of Directors. ie: A coach running a team in S.M.H.A., cannot be a manager, coach, assistant coach, trainer, in any other Minor Hockey Association, or vice versa without prior written consent of the Board of Directors.
- 21.<sup>Rev 5/13</sup> Sudbury Minor Hockey Association crests and STOP crests are to be worn on all team sweaters. All AAA teams within the SMHA shall be known as the “Wolves” and shall wear jerseys as approved by SMHA Board of Directors. In addition, all AAA teams will be required to have the Big Nickel crests prominently displayed on all of their jerseys. This requirement does not apply at the Minor Peewee AAA level for the 2013-2014 season as per SMHA/NCHA Cooperative pilot project agreement.
- 22.<sup>NEW 5/00</sup> If in the future, Sudbury Minor Hockey Association enters into any contractual agreements with any facility to rent ice on a contract basis, any team wishing to use such contract ice must sign a contract and provide post-dated cheques to pay for this ice.
- 23.<sup>NEW 5/00 5/10</sup> Midget Team pictures must be submitted to Sudbury Minor Hockey Association with names of players and staff on the picture by February 28th of each year.
- 24.<sup>REV 5/13</sup> All concerns involving teams for members within Sudbury Minor Hockey Association will adhere to the SMHA Code of Conduct, item 11. Parties must have proper documentation (e.g. signed letters, statements from parties involved etc.) including any corroborating stories.
- 25.<sup>new 5/13</sup> A short presentation will be will be delivered on the SMHA Code of Conduct associated with hockey participation, plus information related to SMHA policy and the OHF Code of Conduct prior to the start of the season.
- 26.<sup>NEW 05/04</sup> That the duties of the S.M.H.A. salaried employees are clearly defined and that an annual review be undertaken by a committee appointed by the Board to review and update these duties.
- 27.<sup>NEW 05/04</sup> That an Audit Committee be established to assist the Executive in fulfilling its’ responsibilities in reviewing the association’s financial position.
- 28.<sup>new 05/10</sup> All SMHA member teams be provided a SMHA “Code of Conduct” Policy, which

during the course of all SMHA activities; athletes, coaches, parents, volunteers, staff and other representative parties shall adhere to the associations operational policies. Failure to comply with the “Code of Conduct” may result in disciplinary action, including, but not limited to, loss or suspension of certain privileges and other team activities.



## AAA MINOR-MAJOR SYSTEM

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1.<sup>Rev 5/98</sup> A Minor-Major "AAA" system shall be established at each of the Peewee, Bantam and Midget levels. This "AAA" system would be open to all players residing within the boundaries of the N.O.H.A.

2. The schedule for N.O.H.A. teams will be as approved by the N.D.H.L. restructure.

3. All Minor-Major cards shall be signed to the S.M.H.A.

Rev 5/00

4. Sudbury Minor Hockey Association operates as a club system. Therefore, every AAA team is affiliated with the AA teams at the same level as well as all teams below their division (AAA and AA.) In accordance with N.O.H.A. Affiliation Chart.

5. The S.M.H.A. office shall provide clearly defined rules and regulations for affiliation to each of the Minor-Major teams.

6. Applications for the position of coach and manager of Minor-Major teams shall be received on a date determined by the Selection Committee.

7. The coaching staff and management shall be selected by the S.M.H.A. and subject to a yearly review. All other team officials must be approved by the Board.

8. Sponsors shall be set up on as permanent basis as possible.

9. Deleted 05/13

10. New players moving into the S.M.H.A. area should be directed to the Minor-Major teams.

11.<sup>NEW 5/08</sup> Players related to coaching staff, management and sponsors, must receive the approval for selection to Minor-Major teams in writing from the V.P. Hockey Operations and the S.M.H.A. President. This approval must be kept in that team's file in the S.M.H.A. office.

In cases of dispute, the full Board of Directors with consultation of the coaching staff of

that particular team will determine if the player is a valid or not valid selection to a team.

12. The Selection Committee will be required to grant an interview to any applicant that requests one.

13<sup>Rev 03/13</sup> AAA teams will hold spring tryouts subject to ice availability, with the exception being the Midget division.

14.<sup>New 05/13</sup> SMHA only allow a maximum of (4) four players from outside district (8) eight that do not have a AAA team and a maximum of (2) two players from a district that has a AAA team. Major Midget AAA will be allowed a maximum of (7) seven players from outside district (8) eight. To add players to divisions will be subject to board approval. This requirement does not apply at the Minor Peewee AAA level for the 2013-14 season as per SMHA/NCHA Cooperative pilot project agreement.