

BRANTFORD MINOR HOCKEY ASSOCIATION



CONSTITUTION BYLAWS & POLICIES

(As at November 13, 2012)

BRANTFORD MINOR HOCKEY ASSOCIATION

Terms of Reference:

1. Reference to Representative Teams in this document, unless otherwise stated, are relating to 'AAA', 'A', and 'MD' (Minor Development), Brantford 99er hockey teams under the Constitution, Bylaws, and Policies.
2. Reference to "the Association", unless otherwise stated, is referring to the Brantford Minor Hockey Association.
3. Reference to "the Board", unless otherwise stated, is referring to the Board of Directors of the Brantford Minor Hockey Association.
4. Reference to B.M.H.A., unless otherwise stated, is referring to the Brantford Minor Hockey Association.
5. Reference to O.H.F., unless otherwise stated, is referring to the Ontario Hockey Federation.
6. Reference to H.C, unless otherwise stated, is referring to Hockey Canada.

BRANTFORD MINOR HOCKEY ASSOCIATION

2012–2013 Board of Directors

| | | | |
|---|--------------------|----------------|--|
| PRESIDENT | Ennio Trignani | n/a | ETrignani@boddy-ryerson.com |
| PAST PRESIDENT | Alex Nagy | (519) 752-1298 | alexn@sympatico.ca |
| VICE PRESIDENT | Dave Sweeney | n/a | dsweeney@alsco.com |
| TREASURER | Christine Nicholls | (519) 770-4330 | thenicholls@roger.com |
| SECRETARY | David Fielding | (519) 750-1743 | david.fielding@rogers.com |
| DIRECTOR Representative Teams | Kevin Murray | (519) 756-8527 | murraykeac@execulink.com |
| DIRECTOR Recreational Teams | Brian Van Horn | n/a | sleep_expert@hotmail.com |
| DIRECTOR Parental Involvement | Darryl Paquette | n/a | dpaquette@live.ca |
| DIRECTOR Sponsorship | Paul McCaig | (519) 756-5604 | pmmcaig@rogers.com |
| DIRECTOR Fundraising | Terri Webb | n/a | ctwebb@rogers.com |
| REGISTRAR | Eleanor Murray | (519) 756-8537 | murraykeac@execulink.com |
| DIRECTOR Risk Management | Jeff Belanco | (519) 750-2205 | riskmanagement@brantfordminorhockey.com |
| DIRECTOR Equipment | Colin Phee | (519) 770-1271 | colinphee@sympatico.ca |

BRANTFORD MINOR HOCKEY ASSOCIATION

CONSTITUTION

1.0 ARTICLE I – NAME

- 1.1 This organization is incorporated under the laws of the Province of Ontario and shall be known as the **BRANTFORD MINOR HOCKEY ASSOCIATION**.

2.0 ARTICLE II – PURPOSE

The purpose of the Association shall be:

- 2.1 To govern, foster, promote, and teach amateur hockey.
- 2.2 To organize and control hockey competition as a division of the Minor Hockey Alliance of Ontario by the authority of the Hockey Canada.
- 2.3 To develop and encourage sportsmanship, community spirit, and good fellowship among youth to the betterment of their physical, mental, and social well being.
- 2.4 To have and exercise a general care and direction over all participants, teams, and volunteers, in their activities relating to the operation of the Association.
- 2.5 To sponsor and promote athletic, social, and other activities as may be required to finance the undertakings of the Association.
- 2.6 To solicit and accept donations, gifts, legacies, and bequests for carrying on the undertakings of the Association.

3.0 ARTICLE III – MEMBERSHIP

The Association shall consist of:

- 3.1 ACTIVE MEMBERS – Team Players, Team Coaches, Team Managers, Team Parent Representatives, Division Convenors, Board of Directors, and Members of Standing Committees and Honorary Members and Life Members.
- 3.1.1 Team Players who obtain membership by payment of published registration fees.
- 3.1.2 Team Coaches, Managers, Trainers, Division Convenors, and Members of Standing Committees: appointment by the Board of Directors.
- 3.1.3 Board of Directors: elected by the Active Membership in good standing or appointed by the Board.
- 3.1.4 Team Parent Representatives: membership through election by the Parent/Players of each association team and approved by the Board of Directors.

- 3.2 PAST PRESIDENT - Membership after having served one complete term as President of the Association.
- 3.3 HONOURARY MEMBERS – Membership through appointment by the Association Board of Directors.
- 3.4 LIFE MEMBERS – Membership through appointment by the Association Board of Directors.
- 3.5 All members must abide by the regulations as established in the Association's Constitution, Bylaws, and Policies.
- 3.6 Any member indebted to the Association for any reason shall be removed as an active member until such time as the indebtedness is resolved.

4.0 **ARTICLE IV – ORGANIZATION**

The Government and Policy Making responsibilities of the Association shall be vested in the Board of Directors, which shall control its property, be responsible for its finances and direct its affairs.

- 4.1 The Board of Directors shall be composed of thirteen (13) members, a minimum of six (6) of which shall be elected annually to serve for two (2) years or until their successors are elected or have qualified.
- 4.2 Qualifications: Any individual may be a Director of the Corporation after having served two complete years as an active member of the Association and must be over the legal age of eighteen.
- 4.3 The Directors shall serve without remuneration, and no Director shall directly or indirectly receive profit from his position, provided that a Director will be paid reasonable expenses incurred by him in the performance of his or her duties.
- 4.4 The OFFICERS and Executive Committee of the Association shall consist of the:
 - 4.4.1 President
 - 4.4.2 Executive Vice President
 - 4.4.3 Secretary
 - 4.4.4 Treasurer
- 4.5 At a Board of Directors meeting or a special meeting of the general membership a quorum shall consist of a simple majority of members entitled to vote at the respective meeting.

5.0 **ARTICLE V - MEETINGS/ELECTION OF OFFICERS/AND DIRECTORS**

The Officers and Directors of the Association shall be elected at a meeting of the General Membership, held annually before the last business day of May each year.

- 5.1 The following shall be eligible to vote at the Annual Meeting:
 - * Life Members
 - * Honorary Members
 - * Past Presidents
 - * Members of the Board of Directors
 - * Standing Committee Members

- * League/Game Convenors
- * Associate Members
- * The Coach of each Association Team
- * The Manager of each Association Team
- * The Trainer of each Association Team
- * The Parent/Player Representative of each Association Team
- * The Assistant Coaches of each Association Team

5.2 All persons eligible to vote at the Annual General Meeting shall have a vote on all issues including the election of:

- * President
- * Executive Vice President
- * Secretary
- * Treasurer
- * Director of Representative Teams
- * Director of Recreational Teams
- * Director of Sponsorship
- * Director of Fund-raising
- * Director of Parental Involvement
- * Registrar
- Director of Equipment
- Director of Risk Management

5.3 The Board of Directors may fill, by appointment for the balance of a Board Member's term of office, any vacancy, which may occur in its numbers.

5.4 By a majority vote of the Board of Directors, taken at a meeting of the Board of Directors, duly called by the President, a member of the Board of Directors may be removed from his/her office, as a member of the Board of Directors, at any time during his/her term of office, for failure to execute the duties prescribed for the office under the constitution, bylaws or policies of the Association.

5.5 The positions of Coordinator of Programs and Events, is included in the Board of Directors of the Association as a non-voting member so as to be covered by the Director's liability insurance.

5.6 To be eligible to run for the position of President of the Association, the individual must have served one of the previous two years on the Board of Directors. Qualifications for nomination are at the discretion of the Executive Committee.

5.7 No individual may stand for nomination, or hold more than one position on the Board of Directors of the Association to be elected at the Annual General Meeting.

5.8 The make-up of the Board of Directors of the Association cannot include two or more elected members of the same family, whether by legal marriage or common law, including relatives. Current Board member will be grand fathered until one or both decline nomination. The Board of Directors may appoint an individual related to a Board member under special circumstances. (May 13, 2009)

6.0 ARTICLE VI - AMENDMENTS

The Constitution of the Association may not be altered except at the Annual general Meeting. Notice of the proposed amendments shall be delivered to the Secretary, in writing, at least two (2) weeks before the date of the Annual General Meeting. The Secretary shall forthwith notify the Board of Directors of the proposed changes.

- 6.1 An amendment to the Constitution of the Association may be made only at the Annual General Meeting of the Association: must be moved and seconded by persons eligible to vote at the Annual General Meeting at which the amendment is proposed and must be passed by a two-thirds majority of the Association Members present at the Annual General Meeting.
- 6.2 Motions that are to become Bylaws must be read at three consecutive regular or **specifically called** meetings before a vote is called on the motion. Specifically called meetings must be at least 48 hours apart and should be called meetings with full knowledge of all Board Members.

7.0 **ARTICLE VII – DISSOLUTION OF THE ASSOCIATION**

Dissolution of the Association will be approved by a two-thirds majority vote of the total membership of the Association. Such vote to be taken at a special meeting of the members, called by the President, for this purpose. Vote by proxy will be permitted.

- 7.1 Notice of the motion to dissolve will be published in the local media thirty (30) days prior to the meeting called for the purpose of dissolution. The motion to dissolve will be brought by the President and unanimously supported by the current elected Board of Directors.
- 7.2 Upon the dissolution of the Association and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to other Minor Sports Organizations in the City of Brantford.

BRANTFORD MINOR HOCKEY ASSOCIATION **BYLAWS**

1.0 Board of Directors

- 1.1 The Board of Directors shall manage the affairs of the Association: It shall fill by appointment for the balance of a Board member's term of office, any vacancy which may occur in its numbers and add to, or alter the regulations under which the affairs of the Association are operated.

2.0 Constitution of the Board of Directors

- 2.1 Elected at the Annual General Meeting by secret ballot:
- 2.1.1 President
 - 2.1.2 Vice President
 - 2.1.3 Treasurer
 - 2.1.4 Secretary
 - 2.1.5 Director – Recreational Teams
 - 2.1.6 Director – Representative Teams
 - 2.1.7 Director - Parental Involvement
 - 2.1.8 Director - Sponsorship
 - 2.1.9 Director - Fundraising
 - 2.1.10 Director – Registration
 - 2.1.11 Director – Risk Management
 - 2.1.12 Director – Equipment
- 2.2 Immediate Past President – The outgoing President shall automatically succeed to this office and remain in office until succeeded by a new Past President.
- 2.3 For any position not filled at the Annual General Meeting, the Board of Directors, at any time, shall have the option to appoint.
- 2.4 Board members are expected to attend all scheduled Board Meetings. Two consecutively missed meetings in a season will result in a review of their position with the possibility of the loss of Board status.
- 2.5 No member of the Board shall be a head coach, treasurer or parent representative of any team in the Association, excluding house league. No Board member shall coach or manage a team in the Association, except with Board approval.
- 2.6 Any member of the Board who resigns his/her position, with the exception of assuming another position on the Board during his/her current term, shall be ineligible to run for any other position on the Board in the succeeding year.

3.0 Terms of Office

- 3.1 Elected in Odd Years
- 3.1.1 Vice President 2 years
 - 3.1.2 Treasurer 2 years
 - 3.1.3 Director - Representative Teams 2 years
 - 3.1.4 Director - Registration 2 years
 - 3.1.5 Director - Equipment 2 years
 - 3.1.6 Director - Risk Management 2 years

3.2 Elected in Even Years

| | | |
|--------------|---------------------------------|---------|
| 3.2.1 | President | 2 years |
| 3.2.2 | Secretary | 2 years |
| 3.2.3 | Director - Recreational Teams | 2 years |
| 3.2.4 | Director - Sponsorship | 2 years |
| 3.2.5 | Director - Fund Raising | 2 years |
| 3.2.6 | Director - Parental Involvement | 2 years |

4.0 Description of Duties

4.1 President

The President, within the jurisdiction of the Association, shall have all the powers of the President of the Branch and, without limiting the generality of the foregoing, shall have the powers to:

- 4.1.1 Ensure the objectives and policies of the Association are carried out.
- 4.1.2 Ensure the rules and regulations of other governing organizations, including the Minor Hockey Alliance of Ontario, Hockey Canada and the Ontario Hockey Federation are adhered to.
- 4.1.3 Be one of the three signing officers of the Association.
- 4.1.4 Preside at all Board of Directors, Annual and Special Meetings of the Association.
- 4.1.5 Be the Associations representative to Brantford Sports Council.

4.2 Vice President

The Vice President shall:

- 4.2.1 In the absence of the President, or in the event of his or her inability to act, have all the authorities of the President.
- 4.2.2 Assist the President in the operation and administration of polices and bylaws of the Association.
- 4.2.3 Be one of the three signing officers of the Association.
- 4.2.4 Oversee the operation of all tournaments operated by the Association.
- 4.2.5** Look after oversee all publicity pertaining to Association matters.
- 4.2.6 Shall oversee the operation of the Hockey School operated by the Association.

4.3 Secretary

The Secretary shall:

- 4.3.1 Ensure an accurate record of all Board of Directors, Annual and Special Meetings of the Association in writing and maintain copies on file for future use of the Association.
- 4.3.2 Receive. Distribute to the Board and retain on file a copy of all correspondence dealt with by the Board shall be retained on file.
- 4.3.3 Establish and maintain accurate lists of the current members of the Association eligible to vote at the Annual Meeting.

4.4 Treasurer

The Treasurer shall:

- 4.4.1 Keep a record of all funds received and disbursed, deposit all funds in the Association's bank account(s) and make all disbursements by cheque.

- 4.4.2 Present at each Annual Meeting, a report of the year's independently reviewed financial statements.
- 4.4.3 Present at each meeting of the Board up-to-date financial statements.
- 4.4.4 Form and act as Chairman of the Budget and Finance Committee of the Association with a minimum of three members.
- 4.4.5 Be one of the three signing officers for the Association.
- 4.4.6 Have financial statements independently reviewed annually.
- 4.4.7 Chair the Purchasing Committee.
- 4.4.8 Receive from each representative team, including select teams, a statement of account on a monthly basis to be kept on file.
- 4.4.9 Be consulted regarding the budgets for tournaments and hockey schools run on behalf of the Association.

4.5 Director - Recreational Teams

The Director - Recreational Teams shall:

- 4.5.1 Be responsible for the complete administration of the Recreational League.
- 4.5.2 Appoint the necessary convenors for the recreational divisions. The convenors together with the Director of Recreational Teams will constitute the Recreational League Committee.
- 4.5.3 Approve in committee with his or her convenors the coaches, assistant coaches, managers and trainers for the Recreational teams.
- 4.5.4 The Director of Recreational Teams and the Recreational League Committee shall have the authority to suspend or reprimand coaches, managers, trainers, and convenors deemed not suitable to carry out said duties.
- 4.5.5 Assist the Coordinator of Program and Events with Recreational League schedules and approve all exhibition and tournament games.
- 4.5.6 Approve all player movement and have the ability to move any player to a level conducive of his or her ability and availability.
- 4.5.6 Act as Chair of the Recreational League Committee authorized to call regular monthly meetings and to report all business to the Board of Directors.
- 4.5.7 Attend all discipline meetings involving Recreational League issues.
- 4.5.8 Work in cooperation with the Coordinator of Programs and Events in all aspects of scheduling changes.
- 4.5.9 Work in cooperation with the Treasurer and Coordinator of Programs and Events in regards to ice time billings for all Recreational League teams, including select teams.
- 4.5.10 Assist with player registration under the direction of the Director of Registration.
- 4.5.11 Assist in rostering every Recreational League player, via registration form, by November 15th of each year.

4.6 Director – Representative Teams

The Director of Representative Teams shall:

- 4.6.1 Be responsible for the complete operation of the Representative League.
- 4.6.2 Have the authority to suspend and or reprimand coaches, assistant coaches, managers, trainers and convenors deemed not suitable to be appropriately carrying out their duties.
- 4.6.3 Chair the Representative Committee and report all correspondence and business to the Board of Directors.
- 4.6.4 Attend all discipline committee meetings involving representative issues.
- 4.6.5 Have the authority to administer the bylaws and policies established by the Association in conjunction with the Minor Hockey Alliance of Ontario, the Ontario Hockey Federation and Hockey Canada.

- 4.6.6 Approve personally or by delegation all necessary travel permits related to all exhibition and tournament games
- 4.6.7 Assist with player rostering under the direction of the Director of Registration.
- 4.6.8 Be liaison to all Ontario Hockey Federation affiliated and those of the Ontario Hockey League.

4.7 Director - Parental Involvement

The Director of Parental Involvement shall:

- 4.7.1 Represent the interest of parents and guardians on the Board of Directors of the Association.
- 4.7.2 Act as liaison between the Association and the parents and guardians elected to represent the individual teams.
- 4.7.3 Sit on the Discipline Committee
- 4.7.4 Form and Chair a Recreational League and Representative League parent representative committee consisting of the parent representative for each team within the Association.

4.8 Director – Fundraising

The Director of Fundraising shall:

- 4.8.1 Coordinate all fund raising programs for the Association.
- 4.8.2 Bring to the Board of Directors all fundraising proposals.
- 4.8.3 Have the flexibility to approve fundraising projects up to \$4000.00.

4.9 Director - Sponsorship

The Director of Sponsorship shall:

- 4.9.1 Coordinate the team sponsorship programs for both Recreational and Representative teams.
- 4.9.2 In conjunction with the Coordinator of Programs and Events be responsible for invoicing sponsors by September 30th of each year, and collect fees on behalf of the Treasurer.

4.10 Director – Registration

The Director of Registration shall:

- 4.10.1 Co-ordinate with the Director of Representative Teams, the Director of Recreational Teams and the Treasurer the registration of all players, including notices of registration in the local media.
- 4.10.2 Oversee the rostering of all players, coaches, assistant coaches, trainers, managers and any other team personnel by deadlines established by the OHF or the beginning of the playing season.
- 4.10.3 Maintain a database on all minor hockey players to be provided to the Director of Representative Teams, the Director of Recreational Teams, and the Treasurer upon request by the Board.
- 4.10.4 Ensure no registration is accepted without payment or authorization of the Treasurer
- 4.10.5 Provide all registration forms to the Treasurer prior to the beginning of the regular season. Any late registrations and payments must be advised to the Treasurer, Directors of Representative and/or Recreational Teams immediately upon receipt.

4.11 Director – Equipment

The Director of Equipment shall:

- 4.11.1 Keep up to date records and inventory of all hockey equipment owned by the Association.
- 4.11.2 Upon return of the equipment at the end of the hockey season, inspect the equipment for safety, inventory the equipment, and recommend to the board of directors any repairs or replacements which would be required prior to the start of the next hockey season.
- 4.11.3 Prepare all equipment for distribution the next hockey season by cleaning, repairing, and storing in a secure facility.
- 4.11.4 In conjunction with the purchasing committee, prepare team sweater requirements for the approaching season, tender these requirements to the appropriate suppliers, review quotations returned, and order sweaters for delivery prior to the start of the hockey season.

4.12 Director - Risk Management

The Director of Risk Management shall:

- 4.12.1 Ensure the association has documented rules and procedures, which the active membership is required to abide by in an effort to ensure a safe environment for all participants and volunteers.
- 4.12.2 Ensure all volunteers having direct contact with the participants have successfully completed a Police Backgrounds Screening.

4.13 Immediate Past President

The Immediate Past President shall:

- 4.13.1 Act in an advisory capacity to Board of Directors.
- 4.13.2 Make all arrangements for conducting the elections at the Annual Meeting including the provision of ballots and securing of a neutral scrutinizer.
- 4.13.3 Submit in writing a slate of candidates for the various positions that constitute the Board of Directors for the Association along with written consent to serve from each of the nominees.

4.14 Coaches' Duties and Responsibilities

Coaches shall:

- 4.14.1 Be responsible for developing and maintaining an awareness of good conduct among their team members while in competition, and instilling good sportsmanship while teaching hockey skills.
- 4.14.2 Shall attend or be represented at all scheduled games, practices, and coaches meetings.
- 4.14.3 Apply in writing annually to the Association. The coach is responsible for recommending a team trainer, assistant coach (es) and team manager. The maximum number of bench personnel is five (5), all of whom must be rostered, police screened and approved by the Board of Directors prior to assuming his or her duties.
- 4.14.4 Shall ensure all participants on his or her team receive a reasonable share of ice time and instruction for each game and practise
- 4.14.5 Shall respect the authority of the Board of Directors, convenors and the Grand River Officials Association.
- 4.14.6 Shall ensure all team financial records are maintained and corresponding reports are distributed to the parents and Associations Treasurer on a monthly basis.
- 4.14.7 Be responsible for the actions of all team players and bench personnel and are subject to the disciplinary committee for rulings.
- 4.14.8 Provide on-ice coaching at the Timbit level during all games and practices. This provision may be suspended at an appropriate date as determined by the division convenors in cooperation with the Director of Recreational Teams.

- 4.14.9 Have the authority to interchange players to any position on his or her team, which he or she feels, is beneficial to the team.
- 4.14.10 Be responsible to report to the Board any suspicion of illegal substances on the premises.
- 4.14.11 Ensure team rules, monthly budgets, and a dress code are submitted to the Director of Parental Involvement, Treasurer, and each parent. Monthly budgets are to be submitted with the monthly ice bills to the Treasurer.
- 4.14.12 Ensure sponsors are acknowledged in all media releases. Proper sponsor names are mandatory.
- 4.14.13 Report any player who fails to attend practices or games to the Director of Representative Teams or the Director of Recreational Teams. No player shall be allowed to quit the Association without the written request of the parent and approval of the Board of Directors.
- 4.14.14 Report all resolved and unresolved parental communications and complaints to the Director of Parental Involvement via telephone or in writing.

4.15 Managers Duties and Responsibilities

Team managers shall:

- 4.15.1 Establish by October 1st of the current playing season, a bank account in the team name. This bank account must have (3) three signing officers, two of whom are required at all times to write cheques. The team manager, team treasurer, and parent representative shall be considered the signing officers with the understanding that the manager's signature must be one of the two required signatures for expenditures.
- 4.15.2 Ensure the team treasurer submits to the Association's treasurer a monthly financial statement of the team account to be kept on record by the Association's treasurer.
- 4.15.3 Provide the referees with a properly completed game sheet showing the name of the team, team number, date of the game, all competing player names and their corresponding numbers. The head coach must sign all game sheets and any others required.
- 4.15.4 Ensure his or her players are properly dressed before the scheduled ice time of the game. It is essential that all teams be ready to start all games and practices 15 minutes prior to the scheduled start time and ensure the dressing room is locked during all games and practices.
- 4.15.5 Ensure that all team equipment and sweaters are returned to the Director of Equipment promptly at the end of the playing season
- 4.15.6 Work with the teams parent representative and the Director of Parental Involvement and report any problems or complaints.

4.16 Parent Representative

Parent Representatives shall:

- 4.16.1 Be elected by the parents.
- 4.16.2 Act as a liaison between parents and the coaching staff in the team's interest and work in conjunction with the team manager or coach.
- 4.16.3 Know and understand the constitution of the Association, its By-Laws and Policies.
- 4.16.4 Encourage good sportsmanship and team relations.
- 4.16.5 Bring resolved and unresolved issues to the attention of the Director of Parental Involvement.
- 4.16.6 Attend meetings for Parent Representatives and report back to their team.

4.17 Recreational League Convenors

Recreational League Convenors shall:

- 4.17.1 Be recommended by the Director of Recreational Teams and presented to the Board of Directors for approval.
- 4.17.2 Be responsible to the Director of Recreational Teams and the coaches within their division.
- 4.17.3 Appoint an associate convenor to be approved by the Board of Directors.
- 4.17.4 Be present or represented at all scheduled games for the division and introduce themselves to the referees and timekeepers prior to each game.
- 4.17.5 Attend all meetings scheduled by the Director of Recreational Teams, including Disciplinary meetings if required. He or she must also ensure all information is provided to their coaching staff.
- 4.17.6 Have full authority over all recreational league games and have the authority to finish games with running time if deemed necessary.
- 4.17.7 Ensure all player benches and timekeeper areas are kept clear of parents and non-playing children during scheduled games.

4.18 Volunteers

- 4.18.1 Any volunteer within the Brantford Minor Hockey Association may be relieved of their responsibilities by the Disciplinary Committee, subject to that persons right to an appeal to the Board of Directors

5.0 Registration

- 5.1 The minimum of age for registration is four (4) years of age on December 31st of the current year with the exception of special circumstances as approved by the Board of Directors. It is understood that the minimum age has preference over special situations incases of waiting lists. Registration may be limited in a recreational league division as determined by the Board of Directors.
- 5.2 The age groups for the various divisions are as follows as at December 31st.

| | |
|--------------|------------------------------------|
| Timbits | - under the age of 7 years of age |
| Tyke | - under the age of 7 years of age |
| Minor Novice | - under the age of 8 years of age |
| Novice | - under the age of 9 years of age |
| Minor Atom | - under the age of 10 years of age |
| Atom | - under the age of 11 years of age |
| Minor Peewee | - under the age of 12 years of age |
| Peewee | - under the age of 13 years of age |
| Minor Bantam | - under the age of 14 years of age |
| Bantam | - under the age of 15 years of age |
| Minor Midget | - under the age of 16 years of age |
| Midget | - under the age of 18 years of age |
| Juvenile | - under the age of 21 years of age |

*** Subject to change by Hockey Canada***
- 5.3 All players shall, if requested, produce proof of age as issued by the register General's Office of the Province of Ontario, before being eligible to participate in any games or practises within the Association. In cases where the player was born outside Ontario, an official birth certificate of the Province, State, or Country of birth shall be accepted.
- 5.4 All players must pay current registration fees as set by the Board of Directors and rostered with a team before being permitted to play. Any rebate, waiver, or reduction in fees requires a written request by the parent or guardian and is subject to approval by the Board of Directors.
- 5.5 Players new to the Association shall not be signed to a registration certificate unless they are legal by OHF regulations.
- 5.6 All players must have registration formed signed by a parent or guardian, unless they are of the legal age of 18 or older.

- 5.7 Anyone wishing to register after December 31st must receive the approval of the Board of Directors.
- 5.8 A registered player may only play for the Association as defined by the rules of the OHF.
- 5.9 All late registrations must be advised to the Treasurer, Director of Representative or Recreational teams prior to participating in any games or practices.
- 5.10 By registering with the Association the player and/or parent or guardian agree to adhere to the Abuse and Harassment Policy and Fair Play Manual of the Association and agree to accept the consequences (as determined by the Board of Directors and/or the Associations Discipline Committee) for any and all inappropriate conduct.

6.0 **Registration and Refunds**

- 6.1 Registration format and fees for the upcoming season are to be determined by the Board of Directors
- 6.2 There will be no refund offered except under the following circumstances:
 - 6.2.1 A player in the Timbit or Instructional divisions, in his or her first year of play, deciding before the end of October, that he or she does not want to play hockey
 - 6.2.2 Any player, who takes advantage of pre-registration and subsequently moves out of town or is injured prior to any participation in the organization, will receive a full refund.
 - 6.2.3 The Board of Directors, upon written request, will consider any other circumstances.

7.0 **Sponsorship**

- 7.1 The Board of Directors shall determine the sponsorship fee by August 1st of each season.
- 7.2 A sponsor who has not paid its sponsorship fee by December 1st shall have its name dropped from any game results to the newspaper, radio station, and statistics sheets. The team number will be used in place of the sponsor's name.

8.0 **Sponsors**

- 8.1 The Association, through the Director of Sponsorship, will solicit sponsors necessary to the operation of the Association. Previous years sponsors and prospective sponsors will be contacted by the Association beginning as soon as possible following the Annual general Meeting.
- 8.2 Team officials are not to contact sponsors seeking additional funds or favors without first receiving written approval from the Director of Sponsorship.
- 8.3 It is the responsibility of team management to ensure sponsor names are reported to all media releases.

9.0 **Fundraising**

- 9.1 No fund raising shall be undertaken unless the prevailing fundraising guidelines of the Association are complied with. Required forms are available in the Association's office.
- 9.2 Failure to comply with 9.1 may result in the team being fined \$2000.00.

10.0 **Rules of Play**

10.1 **General**

- 10.1.1 The playing rules of Hockey Canada supersede any OHF or rulings of the Association.

- 10.1.2 Each team must declare a captain and up to three (3) alternate captains per game as elected by the team players or appointed by the coach. Their positions must be indicated on their sweaters and the game sheet by the use of the letters "C" for captain and "A" for each assistant captain.
- 10.1.3 All equipment must be worn as per Hockey Canada requirements and all equipment must be CSA approved. Any equipment altered in any way will negate any possible insurance claims and manufacturers warranty. The Association assumes no risk or liability for payers who wear altered or non-approved equipment.
- 10.1.4 All players' jerseys, both Representative and Recreational, may only display the player's correct last name.

10.2 **Representative Teams**

- 10.2.1 The playing time of players on the representative teams shall be left to the discretion of the coach and coaching staff of the team. However, every effort should be made to develop all players during games and practices.
- 10.2.2 Teams will be permitted to enter tournaments only with the approval of the Director of Representative Teams. Written approval will be evidenced by the issuance of a travel permit. It is mandatory that the Coordinator of Programs and Events be notified by telephone or voice mail message, or email as soon as possible in order to utilize all available ice and to reschedule necessary games. A copy of the travel permit must be forwarded to the Coordinator of Programs and Events by the Director of Representative teams.
- 10.2.3 Traveling expenses for a team participating in OHF Championships may be approved upon written request by the Board of Directors based upon thirty (\$.30) per kilometer, eight vehicles per team, to a maximum of \$100.00/per player.
- 10.2.4 Each representative team, excluding midget, shall be permitted to attend a maximum of four (4) tournaments (inclusive of the Wayne Gretzky International Tournament) two of which may be beyond 150 kilometers from Brantford City limits. Any additional tournaments require participation by 50% of the rostered players to participate, and those choosing not to participate shall not be required to share in the cost of it and tournament expenses cannot come from team funds. Affiliated players may be used for all tournaments. To determine participation in tournaments beyond the 4 set out above, one family vote per player will be allowed by way of secret ballot.
- 10.2.5 All teams should roster a minimum of 17 players, which includes 2 goalies and 15 skaters. Under certain conditions, a team may have fewer players with Board approval.
- 10.2.6 All representative teams will participate in all levels of Alliance play downs/playoffs.
- 10.2.7 All representative teams (if divisions available) are required to compete, pay and perform volunteer time during the Wayne Gretzky International Tournament. Exceptions possible with Board approval.
- 10.2.8 Board of Directors, team rostered bench personnel and Gretzky Tournament Committee volunteers are exempt from the mandatory team volunteer hours at the Wayne Gretzky Tournament.
- 10.2.9 All rep team staff will have completed and submitted their police checks and obtained necessary rostering by the following dates: 'AAA' – October 1st, 'A' – October 15th, and 'MD' – October 31st.
- 10.2.10 All coaches must submit copies of game sheets to the Association office with three (3) days of the game being played, including exhibition, regular season and tournament games. This does not include home games.

10.3 **Recreational Teams**

- 10.3.1 It shall be the responsibility of the Director of Recreational Teams, the division convenors, as well as each coach and bench staff, to see that all players are played **equally**.
- 10.3.2 The Coordinator of Programs and Events and the Director of Recreational Teams prior to the start of the season shall determine the duration of each game. Changes subject

to the discretion of the Coordinator of Programs and Events. All games must be completed within the allotted time slot.

- 10.3.3 In the case of injuries, care of the injured player comes first. The players are to go to their respective benches and leave the injured player in the care of the certified trainer, coach, and referee. If a stoppage of play in the game occurs, and after a lengthy delay (accumulating time of 15 minutes) insufficient time remains to complete the game, the game will be rescheduled and all goals, penalties, etc... will be wiped out as if the game was never played, with the exception major and gross misconduct penalties. The rematch will be scheduled at the earliest available time slot.
- 10.3.4 Warm up time for a team before a game is limited to three (3) minutes and no warm up is permitted for a goaltender, once the game has started.
- 10.3.5 When a goaltender is unable to attend a scheduled game a substitute may be appointed from the division directly below by the Division Convenor.
- 10.3.6 All Recreational divisions will hold a yearly draft. The draft is to include the rating of each player with equal distribution of rated players on each team. Once the draft is completed, no changes to team rosters will be allowed without the authorization of the Director of Recreational Teams.
- 10.3.7 In the event of a shortage of players (a minimum of nine (9) being available for a game) the division Convenor shall decide if the game shall be played and counted in the league standings. The shorthanded team shall play the available players **equally**.
- 10.3.8 It is the responsibility of the coaching staff to ensure that each game has a minimum of nine (9) players and shall request affiliated players from the division immediately below to meet the requirements.
- 10.3.9 In Timbit, Tyke divisions a three (3) minute buzzer is to be applied allowing for complete line changes in rotation, with no players receiving more than seven (7) shifts or less than five (5) shifts in any one game. Each of these divisions may be given a shift-tracking sheet to be handed to the timekeepers to be followed during the game. Any discrepancies will result in a penalty shot taken against the offending team. Any goals scored while the over-shifted player is on the ice shall be disallowed.
- 10.3.10 Failure to complete Bylaw 10.3.9 will result in the coach being suspended for two games.
- 10.3.11 In Timbit, Tyke, and Novice division of the Recreational League, no player may be played back to back under the three (3) minute buzzer. In the event of this occurring, the play will be stopped immediately by the Division Convenor and a penalty shot taken by the non-offending team. The offending player is removed from the ice and will resume regular rotation. A player who was on the ice **MUST** take the penalty shot. Any goal, which was scored by any player on the offending team while the offending player was on the ice, will **NOT** be permitted. The clock is to be stopped while the penalty shot is being taken.
- 10.3.12 No player exchange shall take place in Timbit, Tyke, and except by the three (3) minute buzzer system unless a player leaves the ice for equipment, injury, or goal tender substitution. If the substitute is on the ice for less than one (1) minute and his shift rotation comes up next, he may play that shift without it constituting a back-to-back play.
- 10.3.13 Any infraction of the above rules will not be grounds for protest of any games played.
- 10.3.14 All games are subject to curfew at the discretion of the division Convenor or the Director of Recreational Teams.
- 10.3.15 Each team shall have a certified coach and certified trainer on the bench at all times.
- 10.3.16 Body checking shall not be permitted at any house league level.
- 10.3.17 Players may only play on 1 house league team.
- 10.3.18 Goal nets will be pegged for all games at the Tyke division and above.

10.4 Select Teams

- 10.4.1 One team will be allowed per division from Tyke to Juvenile. An additional Minor Midget team will be allowed.

- 10.4.2 Each player will pay a set amount as determined by the Association. Teams (parents) will be responsible for all costs – ice time, referees, timekeepers, rostering etc. The Association as needed may request additional funds.
- 10.4.3 All coaches must complete police check, coaching and/or trainer cards, and abuse and harassment certification.
- 10.4.4 Select teams will be allocated ice based upon what the representative and recreational league teams do not require.
- 10.4.5 The appropriate permits are required for all out of town games, exhibition games or tournaments.
- 10.4.6 Select teams will be permitted to enter a maximum of three tournaments, which includes the Alliance Select Championships, with the approval of the Director of Recreational Teams. Written approval will be evidenced by the issuance of a travel permit. Tyke Select will be permitted to enter a maximum of three tournaments if there is no Tyke division in the Alliance Select Championships.

11.0 **Penalties – Recreational League**

- 11.1 All minor penalties will be two (2) minute stop time, or three (3) minutes running time.
- 11.2 All Major penalties will be five (5) minutes stop time or seven (7) minutes running time. No player will serve any other players major penalty. The offending team must play short handed for the entire assessed penalty.
- 11.3 All misconduct penalties will be recorded as ten (10) minutes stop time, or twelve (12) minutes running time.
- 11.4 Any player who is assessed a match penalty will be suspended from the game. The player will be suspended from all future games until the Disciplinary Committee or the governing body has dealt with the case.
- 11.5 The responsible officers of the team (coaches) shall see to it that all suspensions are enforced without any further notice.
- 11.6 Any of the Coaching staff that is ejected from any game shall automatically be suspended from the next game (other than exhibition) of his or her team. During the suspension he or she will not be permitted at ice level or in the players' dressing room. Failure to comply will result in an additional two (2) game suspension and will be brought before the Disciplinary Committee.
- 11.7 A ten-minute misconduct penalty served under the two (2) minute buzzer system is served from the time it occurred directly through the full extent of the penalty. When the penalty has expired, the player, at the first stoppage of play, must skate directly to his or her bench and not enter the play until his or her proper shift.
- 11.8 All penalties will be served out immediately when the two (2) minute buzzer system is used in any sudden victory overtime.

12.0 **Suspensions – Recreational League**

A player may be suspended for any of the following infractions:

- 12.1 For the use of abusive language, profanity or gestures (2 games)
- 12.2 For smoking or drinking during a game or practice (1 game)
- 12.3 For assault, destroying, mishandling, or stealing of property belonging to others. There will be a minimum suspension of one year.
- 12.4 For un-sportsmanlike conduct on or off the ice. (2 games)
- 12.5 The coach whose team accumulates a total of penalty minutes greater than the allowable amount in any game will automatically be suspended from the next game. This includes exhibition and tournament games played by his team. Allowable amount of penalties for Peewee and below is thirty (30) minutes, for Bantam and above is forty (40) minutes. For players, two and five minute penalties are included in the total minutes. For coaches, two, five, and ten-minute penalties are included in the total.

- 12.6 A coach must advise the Division Convenor in writing immediately following the game the reasons for benching a player for a period or game.
- 12.7 No player, whose athletic ability appears to be impaired as determined by the coaching staff, may participate in a game or practice.
- 12.8 A coach may not suspend a player without first receiving written approval from the Division Convenor. Written notification must be given to the parent and player with a copy to the Convenor and the Director of Recreational Teams.
- 12.9 Any off ice penalties will be referred to the decisions of the disciplinary committee for ruling.
 - 12.9.1 Any player or coach receiving a gross misconduct or match penalty will receive an additional one (1) game suspension
 - 12.9.2 Any player or coach receiving more than three (3) checking from behind penalties in a season (GM50 or GM51) will receive an additional one (1) game suspension. The additional one game suspension will apply to every CFB penalty thereafter.
 - 12.9.3 At the atom house league level and above, should a player receive three penalties in a game, that player shall be automatically ejected from that game
- 12.10 All coaches must submit copies of all away game sheets to the Association's office no later than three days following the game. This includes all exhibition, regular season and tournament games.

13.0 **Ice Time**

- 13.1 Registration fees will include two on ice sessions per week unless otherwise notified during the course of a season.
- 13.2 Each on ice session shall be a minimum of 30 minutes to a maximum required for overtime games.
- 13.3 During a break in the schedule (such as Christmas and New Years) and during short weeks, two on ice sessions may not be available. Any lost ice time due to tournaments, the Coordinator of Programs and Events will endeavor to reschedule as required.
- 13.4 Any extra ice sessions will be billed monthly and requires timely monthly payment by each team. Each payment must include the invoice, payment, and a monthly budget all of which is to be delivered to the Association's Treasurer.
- 13.5 The Coordinator of Programs and Events will provide monthly ice schedules to each representative team. Any changes to the schedule must receive prior approval from the Coordinator of Programs and Events. All games requiring rescheduling must be advised to the Coordinator of Programs and Events a minimum of two weeks in advance of the schedule change.
- 13.6 Ice time not turned back to the Coordinator of Programs and Events a minimum of two weeks in advance will be billed to that team.
- 13.7 Payment must be made by cheque or money order, made payable to Brantford Minor Hockey and left in the Treasurer's mailbox.
- 13.8 Practice ice time shall be discontinued for any team that has not paid its bill by the 15th of the month following the billing.
- 13.9 In the case of delinquent payment, no tournament or exhibition games will be permitted until all overdue accounts have been settled.
- 13.10 Any ice time purchased out of town must have the prior approval of the Coordinator of Programs and Events and shall be paid for by each individual team and not charged to the Association.

14.0 **Representative Team Selection**

- 14.1 Representative team coaches will be appointed by the Board of Directors following the recommendations of the Coaches Search and Selection Committee. (May 13, 2009)
- 14.2 All players must be registered with the Association prior to trying out for any Representative Team. All Hockey Canada, Minor Hockey Alliance of Ontario and rules of the Association must be adhered to at all times.

- 14.3 Attendance by any players at a Zone “AAA” tryout indicates an intention to play on a Zone Team. If chosen, the player will be expected to roster with said team.
- 14.4 Any player being utilized, as an affiliated player shall be used as required by the coach but shall not be used more than the regular team players. No such alternate player shall be required to play for such team if it interferes with his or her rostered team schedule.
- 14.5 Player movement between Recreational and Representative teams will be handled as follows:
- 14.5.1 The representative team coach must confer with the Director of Representative Teams who in turn will confer with the Director of Recreational Teams. The Director of Recreational Teams will confer with the Recreational League Coach. Any changes must be on a player for player basis. Any such changes must be recorded and **are subject to the written approval** of the Director of Representative Teams and the Director of Recreational Teams. The Deadline for movement between Representative and Recreational League teams is November 30th and thereafter only due to unforeseen emergencies.
- 14.5.2 Any coach not following this ruling will be subject to a hearing and possible suspension.
- 14.5.3 All other pertinent Representative Team dates such as roster declaration, etc are subject to issuance by the Director of Representative Teams.
- 14.5.4 Representative Teams shall declare in writing the names of players by the following dates: ‘AAA’ – October 1st, ‘A’ – October 15th, and ‘MD’ – October 31st.
- 14.5.5 Players can only be released after the date in 14.5.4 for serious discipline issues. This release is only possible through Board approval and prior attempts to correct or improve the discipline issues have occurred in conjunction with the Director of Representative Teams and the Director of Parental Involvement.
- 14.6 No player in the Association is allowed to leave his or her rostered team without the written permission of both the Director of Representative Teams and the Director of Parental Involvement or the Board of Directors. Any player leaving without permission shall not be allowed to play for any rostered team in the Association during the next hockey season pending a review of his or her case by the Board of Directors, and shall not be entitled to financial reimbursement.
- 14.7 A coach may not suspend a player without first receiving approval from the Director of Representative Teams. Any suspension must be recorded and submitted to the Director of Representative Teams and the Director of Parental Involvement.
- 14.8 Head Coaches who have a child trying out for the team they are assigned must agree, at the time of selection, that they will release their child if it is deemed appropriate by the Coaches Search and Selection Committee.
- 14.9 To ensure players are released in an appropriate manner, the following procedure must be followed. The coach and or staff shall provide all players with a letter advising them whether they did or did not make the respective teams they are trying out for. Each player shall be advised to open their letter away from the rink with their parent(s). Players may only be released while playing or trying out in Brantford.

15.0 **Tryouts**

- 15.1 No players will be given an Ontario Hockey Federation 'AAA' Hockey Waiver unless each of the following conditions is met.
- Player has registered for 'AAA' tryouts with Brantford Minor Hockey.
 - Player has attended 'AAA' tryouts in his/her appropriate age division.
 - Player has not been offered a roster spot on the respective 'AAA' team within 30 days of the commencement of tryouts and/or September 15th of the current year, whichever comes first.
- 15.2 Only Brantford residents and those residing in the Brantford ‘AAA’ Zone will be permitted to attend ‘AAA’ tryouts with the following exceptions; two imports at Minor Peewee, Major Peewee, Minor Bantam and Major Bantam; four imports at Minor Midget and eight imports at Major Midget. There is a special exemption at the 1997 birth year to allow for an additional four imports up to the completion of their Minor Midget year. Imports must have an OHF “AAA’ Hockey waiver or “Out of Zone Permission to Skate”.
- 15.3 Only Brantford residents are eligible to attend ‘A’ and ‘MD’ tryouts.

- 15.4 No player shall be released until after the first three tryout sessions at the 'A' and 'MD' levels. Four tryout sessions at the 'AAA' level.
- 15.5 The Board of Directors will establish "tryout fees" on an annual basis, to be disclosed with the tryout times
- 15.6 All 'AAA' players must pay full registration fees by August 15th and rep fees by September 1st of the current year. 'A' and 'MD' players must pay registration fees by September 1st and rep fees by September 15th of the current year.
- 15.7 Each tryout session will be a minimum of one hour. (Includes ice resurfacing time)

16.0 **Recreational League Team Selection**

- 16.1 It shall be the Director of Recreational Team's responsibility, along with the Division Convenors, to make up the required number of teams using his or her personal knowledge and number of registrants.
- 16.2 All coaches shall draft players in each division including midget/juvenile, utilizing last season's records and previous coaches ratings.
- 16.3 The division convenors shall have the authority to designate what players are of equal rating.
- 16.4 All players must be registered with the Association prior to their assignment to a team or entrance into the draft.
- 16.5 Recreational League coaches will be appointed by the Board of Directors upon the recommendation of the Recreational League Coaches Search and Selection Committee and Director of Recreational Teams.
- 16.6 All Recreational League teams should consist of a maximum of seventeen (17) players including two (2) goaltenders, and no less than twelve (12) players including one goalie.
- 16.7 The Director of Recreational Teams and the Director of Representative Teams, who shall in turn notify their respective convenors, must first approve any exchange of players between the Recreational teams and Representative teams. This is in effect until November 30th. Recreational League teams must not be disrupted after that date without approval of both the Directors of Recreational and Representative Teams, and then, only due to an unforeseen emergency.
- 16.8 The Director of Recreational Teams shall have the authority to move any player to a level conducive of his or her playing ability and availability.
- 16.9 All Recreational League team staff will have completed and submitted their police checks and obtained necessary carding (coaches and trainers) by November 15th. All teams will have their rosters completed and submitted to the Director of Recreational Teams November 15th. Failure to do so by the above dates will result in immediate suspension until such time that the above requirements are fulfilled.

17.0 **Acceleration Requests**

- 17.1 Age acceleration may be allowed in special circumstances. Approval for acceleration must be authorized by the Director of Representative Teams and reported to the Board of Directors. The coach and Director of Player Representative Teams will recommend players who are considered capable and benefit from acceleration. The Director of Representative Teams will then perform an on-ice evaluation, which must be done prior to the start of the 'AAA' tryouts. The player and his/her parents would then be contacted and notified and must consent to the acceleration. The player may then attend the higher age group tryouts and then it is up to the coach to decide whether or not the player will be offered a position on the roster. Acceleration is only allowed at the 'AAA' level and only applies to City of Brantford residents.
- 17.2 Any player having accelerated shall attend tryouts the following year automatically for that team unless a request is made in writing for him or her to return to his or her own age group.
- 17.3 In the case of an accelerated player, the coaching staff must notify the Director of Representative Teams and the parents of the accelerated player if the player will be offered a position on the team. This decision must be made and communicated after the third (3rd) tryout

session. If the player is not offered a position, they will then be returned to their own age group for the balance of the tryouts. The returned player must be given the full opportunity to compete for a position within his/her age group.

- 17.4 Once an accelerated player is released to his or her own age group tryout, the player is entitled to attend his or her own age group tryouts without paying the full initial tryout fee.
- 17.5 An accelerated player is not required to attend his or her own age group tryouts until after his or her release from the accelerated team.

18.0 **Recreational League Playoffs and Awards**

- 18.1 All Recreational League teams in each division shall participate in the Playoffs. Each division champion will attend the Minor Hockey Alliance of Ontario Championship Tournament held at the end of the season and the Association will pay for entry fees.
- 18.2 The Recreational League Committee shall decide the playoff format in conjunction with the Director of Programs and Events.
- 18.3 All ties in semifinal and finals are to be broken in the following manner. 5-on-5 for three minutes, 4-on-4 for three minutes, 3-on-3 until a winner is determined.
- 18.4 Team strength shall be no less than eight (8) players. Less than six (6) players is a default to the opposing team.
- 18.5 Any suspensions assessed in the last game of the season for a particular team which cannot be served, will be carried forward to the next playing season.
- 18.6 The awards program will be as follows: Timbits: All receive participation award, Tyke to Midget: Champion and Finalist receive trophies.
- 18.7 The budget for awards must be submitted by the Director of Recreational Teams at the beginning of each season and approved by the Board of Directors.

19.0 **Affiliation** (as per the Minor Hockey Alliance of Ontario handbook)

- 19.1 In any Minor Hockey Alliance series, a team from a centre may affiliate with 19 players who are registered in that centre on Alliance or HC/ALLIANCE Hockey team rosters, but not playing in the same series. The affiliated player must be eligible for the team by age but cannot be from any team of a higher category.
- 19.2 Any player participating as an affiliated player must be indicated on the game sheet with an 'AP' after their name. Appearance of a player's name on the official game sheet shall be considered participation in the game, except in the case of a substitute goaltender in which case actual participation shall be specifically noted on the game sheet.
- 19.3 An affiliated player's list must be filed and approved by January 10 of the current season
- 19.4 Failure to file an affiliated player's list by January 10 will result in the team not being allowed to use any affiliated players for the remainder of the season.
- 19.5 A major Atom, major Peewee or major Bantam player may participate as an affiliated player for no more than five (5) games after January 10 and still maintain eligibility for the team to which he/she is registered. No new registration certificate is required or shall be issued for players so advancing, and such players are not numbered among the higher team's nineteen (19) registered players.
 - 19.5.1 NOTE: Also see regulation #18.3 of the Alliance handbook
 - 19.5.2 NOTE: Tournament and exhibition games shall not count as part of the five games.
- 19.6 No player may be used as an affiliated player without the consent of his/her ALLIANCE Hockey approved team. The players approved roster copy, along with appropriate written documentation must accompany the player. Failure to comply may result in the said player being deemed to have their affiliation rights relinquished with any team for the remainder of the season.
 - 19.6.1 NOTE: This refers to players that are registered with non-ALLIANCE teams. (i.e. other OHF Member Home Centre teams.)
- 19.7 Notwithstanding any of the foregoing, for a player to be affiliated with an AAA team he/she need only be eligible for that team by age.

20.0 **Standing Committees**

All standing committees will be in effect from the Annual General Meeting to the next year's Annual General Meeting with the exception of the Coaches Search and Selection Committee.

20.1 **Purchasing Committee**

Comprised of four out of six of the following, the chair of which must be the Treasurer.

- Director of Representative Teams
- Director of Recreational Teams
- Vice President
- Director of Fundraising
- Director of Sponsorship
- Director of Equipment

The committee is responsible for all purchases made by the Association over the amount of \$500.00. All purchases over \$100.00 require a purchase order from the chair.

20.2 **Disciplinary Committee**

- Chairperson to be appointed by the Board of Directors
- The Disciplinary Committee to consist of a chairperson and up to four (4) additional members to be appointed by the Board of Directors, but to not include a member of the Board of Directors, nor a family member.
- The committee shall deal with all disciplinary situations and make decisions with respect to disciplinary issues subject to the right of any affected party to appeal in writing to the Board of Directors.
- Any decision of the disciplinary committee shall remain in effect unless otherwise ordered by the Board of Directors.

20.3 **Constitution and By-Law Committee**

The Constitution and By-Law Committee shall consist of the following.

- Chairperson appointed by the Board of Directors
- Four members appointed by the Board of Directors
- The committee is to be comprised, in part, of those not on the Board of Directors
- Director of Recreational Teams
- Director of Representative Teams

The committee is responsible to review the Associations Constitution and By-Laws and make recommendations for amendments.

20.4 **Nominating Committee**

The Nominating Committee shall consist of the following:

- The Past President or delegate, if in good standing with the Association, will be the Chairperson.
- Three members appointed by the Board of Directors

The committee is responsible for preparing a slate of officers to be approved by the Board of Directors.

20.5 **Finance and Budget Committee**

The Finance and Budget Committee shall consist of the following:

- The Association Treasurer will be considered the Chairperson
- Vice President
- Any other individuals appointed by the Treasurer and approved by the Board of Directors.

The committee is responsible to manage the financial affairs of the association and propose a budget for the next fiscal.

20.6 **Coaches Search and Selection Committee**

- 20.6.1 The Representative Team Coaches Search and Selection Committee shall consist of the Director of Representative Teams and any individuals approved by the Board of Directors whom they feel will assist the committee in its efforts to effectively carry out the following tasks
- 20.6.1.1 To advertise all representative team coaching positions and review all applications received.
 - 20.6.1.2 Determine which applicants shall be granted interviews and interview those individuals in a timely fashion. All other candidates not selected for interviews shall be sent written correspondence thanking them for their interest.
 - 20.6.1.3 To recommend coaches for all representative teams to the Board of Directors in a timely fashion.
 - 20.6.1.4 To assist the Directors of both Representative and Recreational Teams with their efforts to ensure all coaching staff are current with all training requirements and provide opportunities for this training when required.
 - 20.6.1.5 To evaluate and assist coaching on a monthly basis.
 - 20.6.1.6 To communicate with the Director of Representative Teams on all issues pertaining to the coaches and their staff.
 - 20.6.1.7 Any person wishing to coach any team for the Association in the upcoming season may not be included as a member of the Coaches Search and Selection Committee.
- 20.6.2 The Recreational League Coaches Search and Selection Committee shall consist of the Director of Recreational Teams and any individuals approved by the Board of Directors and shall carry out the following tasks:
- 20.6.2.1 Advertise all recreational league team-coaching positions and review all applications.
 - 20.6.2.2 Determine which applicants shall be granted interviews and carry out those interviews in a timely fashion. Those not granted interviews would be notified thanking them for their interest.
 - 20.6.2.3 To select all coaches for all recreational teams in a timely fashion.
 - 20.6.2.4 To assist the Director of Recreational Teams with their efforts to ensure all coaching staff are current with all training requirements and provide opportunities for this training where and when required.
 - 20.6.2.5 To evaluate and assist coaching staff on a monthly basis.
 - 20.6.2.6 To provide assistance to all coaching staff where required and to communicate with the Director of Recreational Teams.

20.7 **Midget Committee**

- 20.7.1 The Board of Directors will appoint the Chairperson of the Midget Committee who will in turn select his/her committee members, one of which will be a current member of the Board of Directors. The Midget Committee shall:
- 20.7.1.1 Foster the growth of the midget programs at all levels within the Association.
 - 20.7.1.2 Develop, promote and educate the players and parents within the Association.
 - 20.7.1.3 Meet with the respective midget teams at least once per month and report in writing to the Director of Representative Teams and in turn to the Board of Directors.
 - 20.7.1.4 Initiate sponsorship and fundraising programs to offset the cost of midget hockey within the Association.
 - 20.7.1.5 Institute a "mentoring" program for younger age teams, specifically at the Major Peewee and Minor Bantam levels.
 - 20.7.1.6 Have an annual budget to be determined by the Board with all expenditures to be approved by the Treasurer of the Association.

20.8 **Hockey Mom's Committee**

The Board of Directors shall appoint annually the Chair of the Hockey Mom's Committee, who shall in turn select his/her committee members to be approved by the Board, one of which must be a current member of the Board of Directors.

The Hockey Mom's Committee shall:

- 20.8.1.1 Foster, promote, develop and encourage community spirit among all eligible participants within the Association.
- 20.8.1.2 Meet at least once per month and report in writing to the Director of Parental Involvement and in turn to the Board of Directors.
- 20.8.1.3 Seek out financial and other assistance that will benefit those within the Association reporting such to the Director of Fundraising.
- 20.8.1.4 Facilitate programs to support a player's ability to play the sport
- 20.8.1.5 Develop a monthly newsletter to inform membership as to what's going on within the Association.
- 20.8.1.6 Have an annual budget of \$500.00 to be reviewed annually by the Board of Directors with all expenditures to be approved by the Treasurer of the Association.

20.9 **Development Committee**

The Board of Directors shall appoint annually the Chair of the Development Committee, who shall in turn select his/her committee members to be approved by the Board, one of which must be a current member of the Board of Directors.

The Development Committee shall:

- 20.9.1.1 Develop programs beneficial to the membership of the Association.
- 20.9.1.2 Create and facilitate development plans by level including skills required and methods to create those skills
- 20.9.1.3 Organize player, parent, coach clinics
- 20.9.1.4 Facilitate coaching, player and parental support programs including mentoring programs to foster and develop
- 20.9.1.5 Facilitate workshops for players, parents and coaches for educational purposes
- 20.9.1.6 Have an annual budget of \$500.00 to be reviewed annually by the Board of Directors with all expenditures to be approved by the Treasurer of the Association.

20.10 **Tournament Committee**

The Board of Directors will appoint the Chairperson of the Tournament who will in turn appoint his/her committee members.

- 20.10.1.1 The role of the Tournament Committee will be to organize, coordinate and operate all of the Associations tournaments.
- 20.10.1.2 They shall keep accurate records for future committee use and submit to the Association's Treasurer a financial statement if requested. The Purchasing Committee must approve all expenditures over \$500.00.
- 20.10.1.3 The Recreational League Tournament Committee is to include the Director of Recreational Teams, the Vice President, Director of Fundraising, Director of Sponsorship, and any other volunteers wishing to be involved.

20.11 **Hockey School Committee**

The Hockey School Committee shall consist of the following:
The Chairperson is to be appointed by the Board of Directors
The Chairperson to appoint Board approved Committee members.

The role of the Recreational League Committee will be to plan, coordinate and evaluate a summer hockey school on behalf of the Association. They are to submit a financial statement to the Association's Treasurer and ensure the Purchasing Committee approves all expenditures over \$500.00.

20.12 **Registration Committee**

The Registration Committee shall consist of the following:

The Chairperson is to be the Director of Registration with the committee to be comprised of the Directors of Representative and Recreational Teams, the Treasurer, and the Director of Fundraising. The role of the committee will be to organize and advertise the details of registration including registration dates and fees.

20.13 **Representative Team Committee**

The Representative Team Committee shall consist of the following:

The Chairperson will be the Director of Representative Teams with a minimum of three (3) additional members approved by the Board of Directors. This committee shall oversee the 'AAA', 'A', and 'MD' divisions and report to the Board of Directors.

20.14 **Parent Representative Committee**

The Parent Representative Committee shall consist of the following:

The Chairperson will be the Director of Parental Involvement.

The committee will be comprised of individuals selected by their team parents as the parent rep. for their team. The role of the committee will be to enhance the flow of communication throughout the association.

20.15 **Executive Committee**

The Executive Committee shall consist of the Officers of the Corporation, chaired by the President, and shall make recommendations to the Board of Directors.

All committees are subject to the approval of the Board of Directors. All Committees shall report to the Board of Directors on a regular basis. All standing Committees must submit minutes of their respective meetings to the President no later than one week after the Committee meeting.

BRANTFORD MINOR HOCKEY ASSOCIATION POLICIES

1.0 Brantford Minor Hockey Association Awards

1.1 **"Ted Smith Memorial Award"** recognition of his contribution and efforts in the construction of the offices of the Association completed in October 1980.

1.1.1 To be presented annually to the person in the Association who has made an outstanding voluntary contribution, doing so of his or her own free will and not as part of a job for which they receive monetary consideration.

1.1.2 Any member in good standing may nominate a person for this award by mailing a nomination letter to the Association stating service(s) the nominee has given to Brantford Minor Hockey.

1.1.3 Nominations are to be received no later than March 31st of any hockey season. The winner will be selected by a Committee appointed by the Board of Directors and shall be presented at the Association's Annual General Meeting.

1.1.4 Accompanying the trophy, which will be displayed permanently in the Association's trophy case, will be an engraved serving tray bearing the name of the winner and the reason for his or her selection.

1.2 **"Presidents Award"**

- 1.2.1 To be presented annually to the person in the Association who has made an outstanding contribution, doing so of his or her own free will and not as part of a job for which they receive monetary consideration.
 - 1.2.2 The winner will be chosen by the President and presented with the award at the Associations Annual General Meeting.
- 1.3 The following awards will be determined by the Director of Representative Teams and presented at the Associations Annual General meeting:
 - 1.3.1 “Mark Finnie Memorial Award” for Trainer of the Year
 - 1.3.2 ‘AAA’ Coach of the Year
 - 1.3.3 ‘A’ Coach of the Year
 - 1.3.4 ‘MD’ Coach of the Year
- 1.4 **“Mike Warren Memorial Award”** – To be selected and presented at the Annual General Meeting by the Director of Recreational Teams to the Recreational League Coach of the Year.
- 1.5 **“Award of Merit”** – To be selected and presented at the Annual General Meeting by the President to an individual outside the Association who has made an exceptional contribution to minor hockey.

2.0 **Officials**

- 2.1 All minor officials are under the direction and scheduling of the Grand River Officials Association.
- 2.2 Timekeepers will be selected, trained, and paid by the Grand River Officials Association in cooperation with the Brantford Minor Hockey Association.
- 2.3 Two timekeepers will be assigned to games at the discretion of the Coordinator of Programs and Events.
- 2.4 All representative teams will be invoiced for the cost of referees and timekeepers for exhibition games prior to the start of the regular season and any exhibition games during the regular season.

3.0 **Team Jerseys and Clothing**

- 3.1 The official colors of the Association shall be Red, White, and Black. All teams will be known as the Brantford 99er's.
- 3.2 All Representative teams will be provided with two sets of sweaters, one for home games and one for away games. All teams must use sweaters and socks purchased by the Association.
- 3.3 All Representative team players must wear black helmets and pants.
- 3.4 All Recreational Teams will be provided with a set of sweaters and socks. The Director of Equipment along with the approved supplier will determine the colors.
- 3.5 All Representative Team sweaters that are missing following the completion of the hockey season will be assessed the following penalties: The Coach will be assessed a penalty of \$100.00 per sweater, and if not paid or the sweaters returned, the coach will not be considered to be in good standing with the Association.
- 3.6 Clothing purchased by teams within the Association must be consistent with the official colors of the Association.
- 3.7 All sweaters and equipment must be returned by May 1st of each year and sponsors arranged by June 1st to ensure all sweater purchases, equipment purchases/repairs, and printing is complete by August 1st.
- 3.8 All teams are required to use the Association approved clothing supplier. Should a team wish to use another supplier, they must seek approval from the Board of Directors. All teams receiving approval to use another supplier will compensate the BMHA \$250 and all clothing and logo use must be approved prior to ordering. Teams not following this by-law will be subject to a \$1000 team fine and coaching staff suspended.
- 3.9 Unauthorized use of the 99er's logo will result in the offending vendor being required to return the logo, be advised of their misuse in writing and be removed from the Association's approved vendors list.

4.0 **Exhibition Games (including Tournaments)**

- 4.1 The Directors of Representative and Recreational Teams must first approve all exhibition games and tournaments scheduled by their respective teams. Approval is defined as having a signed travel permit.
- 4.2 Notice of tournament participation must be immediately forwarded to the Coordinator of Programs and Events to allow for the rescheduling of games and practices.
- 4.3 Recreational League teams, when playing exhibition games, are to only use players from their rostered team. If necessary, players from other teams may participate with the prior approval of the Director of Recreational Teams.

5.0 **Registration and Refunds**

- 5.1 Registration format and fees for the upcoming season are to be determined by the Board of Directors.
- 5.2 There will be no refunds offered except under the following circumstances:
 - 5.2.1 A player in the Timbit or Instructional Divisions, in his/her first year of play, deciding before the end of October, that he/she does not want to play.
 - 5.2.2 A player who takes advantage of pre-registration and subsequently moves out of town or is injured prior to any participation in the organization will receive a full refund.
 - 5.2.3 The Board of Directors upon written request will consider any other circumstances.
 - 5.2.4 If a refund is warranted it will be less a \$50 administration fee at the discretion of the Board of Directors.
 - 5.2.5 Any player receiving an F-1 waiver and a full registration refund may be deemed ineligible to re-register with the Association.

6.0 **Facilities, Games and Practises**

- 6.1 Coaches, referees, and arena staff have the right to remove spectators from the area of the player's bench and penalty box.
- 6.2 The only persons allowed in the dressing room area, the players bench area, and the penalty box area, are the team officials, players, Association officials, and game officials.
- 6.3 Up to the age of 10 years old parents will be allowed in the dressing room for the purpose of ensuring their son or daughter is properly dressed and his or her skates are properly tightened, at the discretion of the coach. There is to be no congestion in the corridor, which could lead to confrontation of opposing parents and/or game officials.
- 6.4 Rostered players, coaches, approved on-ice helpers and affiliated players are the only individuals permitted to participate in practises.

7.0 **BMHA Development Fund**

Funds received by the Association as the result of players moving out of the Association are to be utilized for the purchase of library materials, video equipment, clinics etc.

8.0 **Tournaments**

The Treasurer may pay authorize the advancement payment of tournament registration fees. Teams will be billed for reimbursement during the month that the tournament is played in. (May 13, 2009)

9.0 **Professional Fees**

- 9.1 Brantford Minor Hockey Association Board of Directors may seek out a legal firm to represent the association and provide information as required.
- 9.2 Directors Liability Insurance will be obtained annually, over and above that provided by Hockey Canada.

10.0 **Affiliation**

- 10.1 Representative teams can only affiliate players from teams no greater than two (2) divisions below. (i.e.: Bantam AAA to Peewee 'AAA' (Note: It is the preference of the Association that the AAA teams affiliate from the A teams; A teams from MD teams within their own division. (i.e. Peewee AAA from Peewee A.)
- 10.2 It is the responsibility of each team to procure Affiliation forms from either the Director of Registration or the Coordinator of Programs and Events.
- 10.3 Completed affiliation forms must be returned to the Director of Registration on or before January 1st of the current year.
- 10.4 An affiliated player's list must be on file and approved by the Minor Hockey Alliance of Ontario before any player will be permitted to participate in games as an affiliated player.
- 10.5 No player may be used as an affiliated player when the team to which he/she is rostered is in competition without the consent of the Director of Representative teams or the Director of Recreational Teams.

11.0 **Spring and/or Summer Hockey**

- 11.1 The Brantford Minor Hockey Association encourages participation in summer sports other than hockey.
- 11.2 Players or teams participating in spring or summer hockey, other than those programs affiliated with Brantford Minor Hockey, shall not be play under the Brantford 99er's name nor shall they wear 99er's uniforms.
- 11.3 BMHA coaches shall respect a player's off-season and not demand or infer that participation in spring or summer hockey is mandatory. Any coach found to have conducted themselves in this regard will be immediately removed from coaching for BMHA for the upcoming season.
- 11.4 Players participating in non-sanctioned hockey events, such as spring hockey or summer hockey, are not covered by Hockey Canada insurance.
It should be clear that such games have no standing regarding suspensions or discipline and the Brantford Minor Hockey Association takes no responsibility for any Brantford player while they are participating in non-sanctioned events.

12.0 **Alliance Code of Conduct "Blog Internet Policy"**

- 12.1 Members of Alliance Hockey shall refrain from comments or behavior that is disrespectful, offensive, abusive, racist or sexist. In particular, behavior that constitutes harassment or abuse will not be tolerated and will be dealt with under the Alliance Harassment, Abuse and Bullying Policy. Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Constitutional By-Law of the Alliance, 7.2.3. Such action may result in the member losing privileges, which come with membership in the Alliance including the opportunity to participate in Alliance activities and events both present and in the future. The Alliance will investigate any complaints and if the investigation process substantiates the complaint the individuals responsible may be subject to suspension. Complaints must be received on the "Complaint Intake Form" contained in "Alliance Hockey Risk Management and Speak Out Policy, 14.0.

13.0 **Purchase Orders**

- 13.1 Purchase orders must be utilized for purchases over \$100.00 except in the everyday operation of the Association. (Tournament clothing, souvenirs, player giveaways, and awards. Office equipment and supplies, computers and accessories. Team jerseys, socks and equipment etc.)

- 13.2 The Association will utilize one series of numbered Purchase Orders under the control of the Coordinator of Programs and Events with approval of each by the Treasurer of the Association.
- 13.3 As a control feature in monitoring the disposition of purchase orders, the Coordinator of Programs and Events will maintain a check-list for all issued purchase orders and at the conclusion of each month, the accounting records will be verified and a determination made that all PO's have been adequately processed. All exceptions identified through this reporting format must be located and followed for timely processing.
- 13.4 Purchase orders shall be executed at time of purchase authorization and are to be sufficiently complete in detail as to include the vendor's name and address, quantity and description of items to be purchased and price to be paid. A copy of any written quotations will be attached if possible. As the purchase order is considered a contractual document, full disclosure of any special conditions for the purchase must be noted.
- 13.5 Purchase orders will be issued with a minimum in duplicate:
 - 13.5.1 Original copy provided to the vendor.
 - 13.5.2 Duplicate copy will be used in matching the packing slip with the vendor's invoice when received.
- 13.6 For accountability purposes, the original PO document that has been voided or spoiled will be retained and filed in the numerical file.

Version History

| Date | Type | Number | Change | Previous Wording | Rationale for change |
|-------------|-------|--------|--------|--|---|
| 17-May-2010 | Bylaw | 2.3 | Change | For any position not filled at the Annual General Meeting, the Board shall have the option to appoint. | Clarifies that the Board of Directors shall have the option to appoint at any time. |
| 17-May-2010 | Bylaw | 2.6 | Change | Any member of the Board who resigns his/her position, with the exception of assuming another position on the Board during his/her current term, shall be ineligible to run for any other position on the Board for a minimum of two (2) years or one (1) term. | |
| 17-May-2010 | Bylaw | 2.5 | Change | No member of the Board shall be a head coach, treasurer or parent representative of any team in the Association. They may however be an assistant coach, trainer or manager, but it is not encouraged. | To allow Board members to coach within the Association. |
| 17-May-2010 | Bylaw | 15.6 | Change | All players must be registered and registration fees paid in full prior to attending any tryouts. | With spring tryouts it's not feasible to collect registration and rep fees at that time. |
| 17-May-2010 | Bylaw | 15.2 | Change | Only Brantford residents and those residing in the Brantford 'AAA' Zone will be permitted to attend 'AAA' tryouts with the following exceptions; two imports will be allowed at Minor Peewee, six imports will be allowed at Major Peewee, two imports will be allowed at Minor and Major Bantam and four imports at Minor Midget. Eight imports will be allowed at Major Midget. (All with applicable OHF 'AAA' Hockey Waivers) | To clarify the number of imports allowed for each division. |
| 17-May-2010 | Bylaw | 16.6 | Change | All Recreational League teams should consist of a maximum of seventeen (17) players including two (2) goaltenders, and no less than fourteen (14) players including goalies. | Wrong to exclude a whole team if only one goalie. |
| 17-May-2010 | Bylaw | 10.4.6 | Change | Select teams will be permitted to enter a maximum of two tournaments with the approval of the Director of Recreational Teams. Written approval will be evidenced by the issuance of a travel permit. Tyke Select may only participate in two tournaments per season and neither of which may be greater than 100 kilometers from Brantford | To restrict the number of tournaments that Select teams may enter. |
| 17-May-2010 | Bylaw | 10.4.7 | Remove | Teams to consist of 17 players (15 skaters and 2 goalies) and the playing time of players shall be as fair as possible. | No need to state a maximum which would deprive players of the opportunity to play select if team is a few players short and only one goalie is available. |
| 17-May-2010 | Bylaw | 10.4.8 | Remove | No Select team will be permitted unless a fully rostered team (17 players) exists at the 'AAA', 'A' and 'MD' levels. | Makes no sense as it forces midget players to play MD or house league hockey when they may |

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|-------------|--------------------|----------|--------|--|---|
| | | | | | only want to play house league and select. |
| 17-May-2010 | Policy | | Remove | <p>Striking Committee</p> <ul style="list-style-type: none"> • This committee will be formed annually. • The striking committee shall consist of the President, Secretary, and two additional Board Members. • The striking committee shall recommend to the various Board Committees for approval by the Board of Directors. | To eliminate the Striking Committee as it serves no purpose. |
| 17-May-2010 | Policy | 20.2 | Change | <p>Disciplinary Committee</p> <ul style="list-style-type: none"> • Chairperson to be appointed by the Board of Directors • The Disciplinary Committee to consist of a chairperson and up to four (4) additional members to be appointed by the Board of Directors. • The committee shall deal with all disciplinary situations and make decisions with respect to disciplinary issues subject to the right of any affected party to appeal in writing to the Board of Directors. • Any decision of the disciplinary committee shall remain in effect unless otherwise ordered by the Board of Directors. | A family member of the Board of Directors should not sit on the Disciplinary Committee |
| 17-May-2010 | Bylaw | 20.7.1.3 | Change | To select all coaches for all representative teams in a timely fashion. | Committee does not select coaches, only recommends them to the Board for acceptance. |
| 30-May-2010 | Constitution | 5.2 | Change | All persons eligible to vote at the Annual General Meeting shall have a vote for: | Clarifies what eligible voters can vote for at the Annual General Meeting. |
| 30-May-2010 | Constitution | 5.7 | Change | No individual may stand for nomination for more than one position to be elected to the Board of Directors of the Association. | Excludes the opportunity of a candidate to seek an alternate position on the Board of Directors if standing if there is one to be voted on later in the Annual General Meeting. |
| 30-May-2010 | Constitution | 5.8 | Change | The make-up of the Board of Directors of the Association cannot include two or more elected members of the same family, whether by legal marriage or common law, including relatives. Current Board member will be grand fathered until one or both decline nomination. The Executive Committee however, may appoint an individual related to a Board member under special circumstances. | Includes effective date and changes Executive Committee to Board of Directors. |
| 19-Oct-2010 | Bylaw | 12.9.3 | Added | | |
| 09-Jun-2012 | Board of Directors | | Update | <p>President: Alex Nagy Vice President: Ennio Trignani Past President: Carolyn Rollins</p> | |

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|-------------|--------------------|--------|--------|---|--|
| | | | | Director Recreational: Darryl Lawrie Director Parental Involvement: Dave Sweeney Director Fundraising: Frank Sneath | |
| 14-Sep-2012 | Board of Directors | | Update | Director of Risk Management: Todd Francis | |
| 13-Nov-2012 | Board of Directors | | Add | Director of Risk Management: Jeff Belanco | |
| 13-Nov-2012 | Bylaw | 10.4.1 | Update | One team will be allowed per division from Tyke to Juvenile. An additional Minor Midget team will be allowed. | The Midget age group has a 2 year age span. This change will allow the Minor Midget age players an opportunity to play select. |