

**SOOKE & DISTRICT  
MINOR HOCKEY  
ASSOCIATION**



**CONSTITUTION & BY-LAWS**

**As Adopted at the Annual general Meeting  
APRIL, 2007**

# **CONSTITUTION**

## **ARTICLE 1**

The Name of this Organization is:

SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

Hereinafter referred to as the “Association”

## **ARTICLE 2**

The purposes of the Association are:

- i) To promote and maintain interest, improvement, encouragement sportsmanship and good citizens amongst our Members;
- ii) To give all Players an equal opportunity to learn the game of hockey by providing proper coaching, management, supervision and ice time;
- iii) To promote fellowship amongst the Members and foster a community spirit;
  - i) To promote the meaning of fair competition and true sportsmanship amongst all Members, supporters and other volunteers;
  - ii) To promote team play skill development and self esteem amongst all members

## **ARTICLE 3**

In the event that the Association should at any time be wound up or dissolved the remaining assets and payment of all liabilities shall be turned over to a recognized charitable organization with the same objectives in the Province of British Columbia as directed by the members. This provision is unalterable.

# **BY-LAWS**

## **BY-LAW 1 MEMBERSHIPS**

- A) The Association shall be comprised of the following members:
- i) Players. That Member must complete and submit a registration form and have paid a registration fee in the current playing season.
  - ii) Parents or Guardians of at least one (1) registered Player.
  - iii) Any person over the age of nineteen (19) years who does not otherwise qualify for membership and who is actively performing any volunteer services in furtherance of the purposes of the Association.
  - iv) Elected Executive Officers
  - v) Appointed Executive Committee Members
  - vi) Life Members
- B) All Memberships in this Association shall run from acceptance by the Executive Committee until May 15<sup>th</sup> of the following year.
- C) All Members shall agree to comply with the current Constitution and By-Laws of the Association, Vancouver Island Amateur Hockey Association, British Columbia Hockey Association and Hockey Canada Association. In addition, all Members shall comply with all current Playing Regulation made by or on behalf of these Associations.
- D) No Member shall, in their individual capacity, be liable for any debt or liabilities of this Association.
- E) No voting Member of the executive shall receive remuneration or other financial benefits for their services to the organization, regardless of the type of services performed.
- F) All Members are in good standing except a member who has failed to pay their current annual membership fee or any other subscription or debt due and owing by them to the society and they are not in good standing so long as the debt remains unpaid.
- G) Membership shall not be transferable

**BY-LAWS 2**  
**LIFE MEMBERS OF THE ASSOCIATION**

- A) Life Membership shall be the highest honor that can be bestowed by the Association and is awarded only for very distinctive service to the Association.
- B) Life Members shall be elected at an Annual General Meeting by a two thirds majority of the Members voting thereon.
- C) Life Members shall be entitled to one (1) vote at Annual General Meetings and Special General Meetings.

**BY-LAW 3**  
**TERMINATION OF MEMBERSHIP**

- A) A person shall cease to be a member of the Association
  - i) by notifying the Executive Committee in writing that he or she wishes to terminate their membership;
  - ii) if registration fees are not paid by December 31<sup>st</sup> of the current playing season;
  - iii) on being expelled;
  - iv) on his or her death.
- B) The Executive Committee shall not refund any portion of a Members Registration Fee unless the Member is unable to participate due to medical reason verified by a Physician's Certificate, or relocation. Refunds shall be calculated on a prorated basis, however , the Executive Committee shall retain a non refundable Administration Fee to cover Mutual Aid and Carding.

**BY-LAW 4**  
**ANNUAL GENERAL MEETINGS AND SPECIAL**  
**GENERAL MEETINGS**

- A) Annual General Meetings of the Association will be held at the call of the President; the date to be set by the Executive Committee, however, it shall be no later than the April 30<sup>th</sup> prior to the new Season commencing.
- B) Notice of the General Meetings is to be circulated not less than fourteen (14) days in advance of the Meeting and may be given personally, or by mail, or by a posted notice at the Community Arena(s), or by a notice in the local community newspaper.
- C) Special General Meetings may be called at any time during the year by the Executive Committee. No subjects shall be discussed except that which is specified in the notice.
- D) Quorums for General Meetings shall be (20) of the Members and never less than (5) of the Executive Committee Members.

**BY-LAW 5**  
**EXECUTIVE MEETINGS AND SPECIAL EXECUTIVE**  
**MEETINGS**

- A) The Executive Committee, at the call of the President, shall hold regular monthly meetings throughout the year other than in the month of June and July in which months it will be left to the discretion of the President to determine if sufficient business is pending to warrant an Executive Meeting.
- B) The President, at the request of three (3) members of the Executive Committee, shall call a Special Executive Meeting. No subject shall be discussed or considered at any Meeting except that which is specified in the notice.
- C) A Quorum for Executive Meetings shall be not less that fifty (50) percent plus one (1) of the Elected Executive Committee.

**BY-LAW 6**  
**PROCEDURE FOR ALL MEETINGS**

- A) Subject to the Society Act all discussions shall be made on the basis of Simple Majority and shall be binding on all Members.
- B) Procedural disputes and the Order of Business at all meetings shall be governed by the latest edition of “Roberts Rule of Order Newly Revised” and shall apply to all meetings.

**BY-LAW 7**  
**VOTING**

- A) At Executive meetings each Elected Executive Officer and Director at Large shall have one (1) Vote with the exception of the President who shall only vote in the case of a tie.
- B) All Members of the Association, with the exception of the Players under the age of Majority, shall be entitled to one (1) vote at Annual General Meetings or Special General Meetings.
- C) Proxy Votes are not permitted at any Meeting.
- D) All motions shall be decided by a simple Majority Vote.
- E) Voting may be done by secret ballot at the discretion of the Executive Committee.
- F) Any Member may attend any meeting called by the Association, however , with respect to Executive Committee Meetings the Executive Committee may at their discretion, call a closed meeting.
- G) Resolutions to the Constitution or By-Laws require a three Quarters (75 percent) majority of Votes cast to be considered effective.

**BY-LAW 8**  
**ELECTION OF EXECUTIVE OFFICERS**

- A) At least one month prior to the Annual General Meeting the President shall appoint a Nominating Committee of three (3) Members. It shall be the responsibility of this Committee to prepare and present the List of Nominees.
- B) Further nominations may be from the floor. Nominees, if not presented at the Meeting, must have previously provided written insurance that they will stand for office.
- C) Election of Officers may be conducted by Secret Ballot.

**BY-LAW 9**  
**ELECTED EXECUTIVE OFFICERS AND**  
**DIRECTORS AT LARGE**

- A) The Elected Executive Officers of this Association are;
  - i) Immediate Past President
  - ii) President
  - iii) Vice President
  - iv) Secretary / Treasurer
- B) Other than the Immediate Past President all Officers listed in A) above shall be elected at the Annual General Meeting, or Special General Meetings called for that purpose. The Officers shall hold office for a two (2) year term, with the President and Vice President being elected on alternate years.
- C) A minimum of seven (7) Directors at Large will be elected annually and hold a one (1) year term.

## **BY-LAW 10**

### **EXECUTIVE COMMITTEE**

- A) The Executive Committee shall be comprised of Elected Executive Officers and Directors at Large. Directors at Large may assume the following positions, or the Elected Executive Officers may appoint the following positions:
- i) Registrar
  - ii) Fundraising / Sponsorship Coordinator
  - iii) Head Coach
  - iv) Referee in Chief
  - v) Referee Allocator
  - vi) Tournament Coordinator
  - vii) Equipment Manager
  - viii) Divisional Coordinators'
  - ix) Female Hockey Representative
  - x) Risk Manager

Any person appointed to the position(s) listed above shall be a member of the Executive Committee.

- B) The Elected Committee shall promote harmony, goodwill and the true sportsmanship with its affiliated Associations and ensure the Constitution and By-Laws are enforced at all times.
- C) Any Executive Officer may be removed from their position by a simple Majority Vote at an Annual General Meeting or a Special General Meeting called for that purpose. Any Director at Large may be removed from their position by a simple Majority Vote of the Elected Executive Committee. Any person so removed retains the right of appeal as detailed in By-Law 3 D and By-Law 25.
- D) If, during the year, any Member of the Executive Committee is absent from three (3) consecutive Executive Meetings without previously notifying the President, Vice President or Secretary, they may be relieved of their duties by a simple Majority Vote of the Elected Executive Officers.
- E) The Elected Executive Committee shall have control of the affairs of the Association and shall perform such other duties as are specified in these By-Laws. They shall have the power to fill any vacancy which may occur in its number and to amend or alter the Regulations, Policies, or Procedures of the Association.
- F) The President may appoint any person on the executive Committee to a temporary or permanent committee as required.

<p style="text-align: center;"><b>BY-LAW 11</b> <b>FINANCES</b></p>
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- A) The Association shall, to the best of it's ability, operate within a Balanced Budget
- B) The finances of the Association shall be conducted through a chartered bank or credit union.
- C) At the Annual General Meeting the Treasurer shall have the Books and a Financial Statement available for inspection by any member.
- D) If required, an accounting firm may help set up an accounting system and may audit the books prior to the end of the season. For Financial purposes, a season shall run from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year.
- E) All moneys expended are to be authorized by the Executive Committee and accounted for in accordance with good accounting practice. All expenditures must be accounted by receipts.
- F) All moneys advanced for any purpose will be accounted for within fourteen (14) days after the reason for the advance is completed.
- G) Tournaments and other special functions shall be accounted for as separate accounts in the General Ledger.
- H) In order to carry out the purposes of the Association, the Executive Committee shall have the power, on behalf of and in the name of the Association, to borrow, raise or secure the payment or repayment of money in the manner they decide. Any exercise of borrowing powers shall be in compliance of the Society Act.
- I) The members may by special resolution restrict the borrowing powers of the Executive Committee, but a restriction imposed expires at the next annual general meeting.

**BY-LAW 12  
SIGNING OFFICERS**

- A) The signing officers' for the Association shall be any two of the President, Vice President and Treasurer.

**BY-LAW 13  
REGISTRATION FEES**

- A) Each Player shall be assessed an annual Registration Fee; the amount of such fee is to be fixed by the Executive Committee prior to June 30<sup>th</sup>.

**BY-LAW 14  
DIVISIONS**

- A) Players of the association shall be divided into divisions as defined within the current Hockey Canada By-Laws as Follows:
- i) Junior B
  - ii) Female Hockey
  - iii) Juvenile
  - iv) Midget
  - v) Bantam
  - vi) Pee Wee
- B) Players below the age of Pee Wee shall be divided into the following Divisions:
- i) Atom
  - ii) Novice
  - iii) Initiation
- C) Divisions below the age of Pee Wee may be further subdivided into Teams reflecting current Minor Hockey Development practices.
- D) Each Division shall be represented by one (1) Divisional Coordinator.

## **BY-LAW 15 PLAYER MOVEMENT**

- A) No Player shall play outside the current Playing Division for a Playing Season unless a request is submitted in writing to the Executive Committee for approval prior to October 31<sup>st</sup>.
- B) The letter of request referred to in A) above shall state the reason for the Movement and shall be signed by the Player's Team Coach, Divisional Coordinator and Parents or Guardians
- C) Only Players that are one (1) year under the stated age shall be considered for movement for a Playing Season.
- D) All Inter-Association Player Movement shall be governed by the Regulations of the Vancouver Island Amateur Hockey Association. .

## **BY-LAW 16 CARDED TEAMS**

- A) Carded teams shall be governed by Vancouver Island Amateur Hockey Association, British Columbia Hockey Association and Hockey Canada Association rules.
- B) Upon commencement of League Play, all Carded Teams shall have a minimum of (14) players on there roster.
- C) Any use of Affiliated Players must be done with prior permission of the Player's Team Coach, Parent or Guardian, and Divisional Coordinator.
- D) Carding is the responsibility of the Team Coach or Team Manager and the Team Roasters are the responsibility of the registrar. .
- E) Players for Carded teams shall be selected on the basis of skill, team play, attitude and commitment.
- F) No Team shall be Carded unless the Executive Committee feels sufficient talent exists within that Division and the assessment evaluations and enrollment support such Carding.
- G) Carded and affiliated player(s) are to be approved by the Vice President an the Head Coach prior to carding.

<p style="text-align: center;"><b>BY-LAW 17</b> <b>ASSOCIATION FUND RAISING</b></p>
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- A) Funds for normal activities of the Association shall be raised by:
  - i) Registration fees as set by the executive committee.
  - ii) Sponsorship fees set annually by the Executive Committee and soliciting from sponsors.
  - iii) Donations
  - iv) Fund raising activities such as raffles, dances, sales, community services, and other events an may be approved by the executive.
- B) All funds raised in activities undertaken by the Association shall be turned over to the Treasurer for safekeeping.
- C) All fund raising activities shall be in compliance with the Provincial Lotteries Act and in compliance with any regulations as set forth by the British Columbia Gaming Commission.
- D) All fund Raising activities shall be in compliance with the Association's Risk Management Guidelines.

<p style="text-align: center;"><b>BY-LAW 18</b> <b>TEAM FUND RAISING</b></p>
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- A) Application, in writing, shall be made to the Executive Committee prior to any Team undertaking a Fund Raising event. The applicant must include the following details:
  - i) Type of fund raising event
  - ii) Date and time the event is to take place
  - iii) Location of the event
  - iv) Statement of intent
  - v) List of corporate contributors
  - vi) Name(s) of team fundraising coordinator(s)
  - vii) Any additional information requested by the executive.
  
- B) A separate bank account must be kept by each Team. All monies derived from Fund Raising events must be deposited into this account. The signing authority for these accounts shall be the team manager or team coach and at least one (1) other Voting Member of the Team.
  
- C) Monies generated from team Fund Raising events shall be used for activities/ events approved by the Executive Committee.
  
- D) If requested by the Executive Committee, the Signing Authorities for the Team shall present all financial reports for the team. .
  
- E) Twenty (20) percent of profits generated by Team Fund Raising events shall be remitted to the Association. The Executive Committee may waive this requirement for a Team which has significantly contributed time or funds to other programs or activities undertaken by the Association.
  
- F) Prior to completion of the Playing Season, all outstanding monies by the Team must be paid in full.
  
- G) Upon completion of Team Fund Raising events a team representative shall notify the Association Treasurer, in writing, the amount of the funds raised.
  
- H) All team fund raising event/plans shall be approved by team parents/guardians.
  
- I) Team Fund Raising shall be in compliance with the Provincial Lotteries Act and in compliance with any regulations as set forth by the British Columbia Gaming Commission.
  
- J) Team Fund Raising activities shall be in compliance with the Association's Risk Management guidelines.

## **BY-LAW 19 TOURNAMENTS**

- A) Any Team requesting to participate in a Tournament, host a Tournament or participate in any other hockey activity, all which are above and beyond that which are budgeted or provided for by the Association, shall apply to the President for permission. .
- B) Should permission be granted for the Events specified in A) above, the entire cost of the event shall be financed by the Team. The Executive Committee, however, reserves the right to examine each Event and should they agree that the Team has contributed sufficiently to the Association's Fund Raising Program, they may pay all, or a portion, of the cost of the event.

## **BY-LAW 20 MEMBERSHIP SUSPENSIONS, EXPULSIONS AND APPEALS**

- A) Violation of the Constitution By-Laws or playing Regulations of this Association, the Vancouver Island Amateur Hockey Association, British Columbia Hockey Association and Hockey Canada Association may render any Member liable to Suspension or Expulsion.
- B) A Team Coach or Team Manager may suspend any Player of their Team for part of, or any one game. The incident must be referred to the Divisional Coordinator who will record the incident and ensure that both player and the Parent or Guardian of the Player are advised of the reason for that suspension. For infractions of a more serious nature, the Divisional Coordinator shall refer the case to the Discipline Committee. The Vice President shall inform both the Player and that Player's Parent or Guardian of the decision of the Discipline Committee in a timely manner.
- C) Any member may, at the discretion and notification of the Executive Committee, be suspended or expelled from the Association for conduct considered improper, unbecoming or likely to endanger the interest or reputation of the association, or who willingly commits a breach of the Constitution, By-Laws or Playing Regulations of the Association. In the event a member is expelled, he or she shall receive a written notice of the expulsion and a brief statement of the reason or reasons for the expulsion. .
- D) A suspended Member may appeal the suspension to the President of the Association, who shall refer the matter to the Appeals Committee. Suspension shall remain in force until the Appeals Committee has ruled on the matter. All appeals shall be acted upon in a timely manner.

**BY-LAW 20**  
**MEMBERSHIP SUSPENSIONS, EXPULSIONS AND**  
**APPEALS (Continued)**

- E) An expelled member may appeal his or her expulsion to the executive Committee who shall call a special general meeting. The person who is the subject of the expulsion shall be given an opportunity to be heard at the special general meeting before the expulsion appeal is put to a vote.

**BY-LAW 21**  
**PLAYING REGULATIONS**

- A) The Executive Committee may make Playing Regulations for the operations and conduct of the Association. These playing regulations may be altered by a seventy five (75) percent Majority of the Executive Committee and shall not be contrary to the applicable regulations of the Hockey Canada Association, British Columbia Hockey Association and Vancouver Island Amateur Hockey Association. Playing regulations shall be circulated to all members at the beginning of the Playing Season or as they become effective.

**BY-LAW 22**  
**GENERAL OPERATING POLICIES**

- A) The Executive Committee may set out General Operating Policies for the operation and conduct of the Association. These General Operating Policies may be altered by a seventy five (75) percent majority of the Executive Committee and will conform to the rules and / or standards of the Hockey Canada Association, British Columbia Hockey Association and Vancouver Island Amateur Hockey Association.

**BY-LAW 23**  
**HARRASMENT AND ABUSE POLICIES AND**  
**COMPLAINT PROCEDURE**

- A) The Executive Committee may set out Harassment and Abuse Policies and Complaint Procedures for the operation and conduct of the Association. These Policies and Procedures may be altered by a seventy five (75) percent majority of the Executive Committee and will conform to the rules and / or standards of the Hockey Canada Association, British Columbia Hockey Association and Vancouver Island Amateur Hockey Association

**BY-LAW 24**  
**DISCIPLINE COMMITTEE**

- A) The Discipline Committee shall be formed from the following members of the Executive Committee.
- i) Vice President
  - ii) Referee and Chief
  - iii) Head Coach
- B) The vice President shall be the chairperson of the Discipline Committee.
- C) The Discipline Committee shall have the power to suspend any Member of the Association for the conduct considered improper, unbecoming or likely to indanger the interest or reputation of the Association. Furthermore they shall have the power to suspend any member who willfully commits a breach of the Constitution, By-Laws, or Playing Regulations of the Association.
- D) The Discipline Committee shall insure that all facts relating to the incident(s) in question are heard, and that all interested or affected parties are allowed to present their case.
- E) The Discipline Committee shall relay the results of inquiries to all parties concerned, which shall include the President, within forty-eight (48) hours of the incident or as soon as reasonable.
- F) The Discipline Committee shall present the case of there findings to the Executive Committee at the following Executive Committee Meeting.

**BY-LAW 25**  
**APPEALS COMMITTEE**

- A) An Appeals Committee shall be chaired by the President and shall include four (4) other members of the Executive Committee. The Appeals Committee shall exclude those who sit on the Discipline Committee.
- B) Members of the Appeals Committee shall be appointed by the President.
- C) Any member may appeal any suspension and / or disciplinary discussion of the Executive Committee, Coach, Divisional Coordinator, or Discipline Committee within forty-eight (48) hours of receipt of the notification. Such a member shall provide a written explanation of the particulars pertaining to there case and the appeal shall be dealt with by the Appeals Committee.
- D) The discussion of the Appeals Committee shall be final and shall be relayed to, and then noted by, the Executive Committee in a timely manner.
- E) Alternate members of the Appeals Committee may be appointed by the President in instances where existing appointees are closely associated or actively involved with the appellant.

**BY-LAW 26**  
**ICE COMMITTEE**

- A) The Ice Committee shall be chaired by the Ice Allocator and shall include the President and the Vice President.
- B) The Ice Committee shall negotiate with the Arena Commission to procure ice for the Association based on registration and the level of hockey played in each Division on a year to year bases.
- C) The Ice Committee shall draw up an Ice Schedule subject to Executive Committee approval, copies of which must be distributed to the Executive Committee, Divisional Coordinators, Team Managers, Team Coaches, Head Coaches, Referee and Chief, Referee Allocator and Arena Ice Booking Manager.

**BY-LAW 27**  
**FUND RAISING / SPONSORSHIP COMMITTEE**

- A) The Fund Raising / Sponsorship Committee shall be chaired by the Fund Raising/ Sponsorship Coordinator.
- B) The Fund Raising / Sponsorship Committee shall be responsible for procuring necessary sponsors and shall ensure that appropriate records and receipts are kept and forwarded to the treasurer.
- C) All sponsors shall be kept informed of their teams activities and shall be encouraged to participate in Team or Association events.
- D) The Fund Raising / Sponsorship Committee shall be responsible for coordinating fundraising efforts undertaken by the Association as a whole and shall ensure that appropriate financial records are kept and that records and cash receipts are received by the Treasurer.

**BY-LAW 28**  
**TOURNAMENT COMMITTEE**

- A) The Tournament Coordinator shall chair a Tournament Committee responsible for running specific Tournaments
- B) The Tournament Committee shall include the following:
  - i) Tournament Coordinator
  - ii) Ice Allocator
  - iii) Referee in Chief
  - iv) Fund Raising / Sponsorship Coordinator

**BY-LAW 29**  
**BUDGET COMMITTEE**

- A) The Budget Committee shall be chaired by the President and shall include the Vice President, Secretary / Treasurer, and Equipment Manager..
- B) The Budget Committee shall be responsible for completing a proposed Budget for the next Playing Season prior to the Executive Committee's monthly meeting in May.

**BY-LAW 30**  
**CONSTITUTION COMMITTEE**

- A) The Constitution Committee shall be formed as required and directed by the President
- B) The Constitution Committee shall be chaired by the President who shall be responsible to the Executive Committee, and shall insure that:
  - i) The Constitution and By-Laws are upheld by all members;
  - ii) The Executive Committee is advised when the Constitution or By-Laws have not been followed rendering decisions and motions made invalid;
  - iii) All Resolutions are instituted and that all Members are informed of such changes;
  - iv) All Playing Regulations are instituted and that all members are informed of such changes.

**BY-LAW 31**  
**DUTIES OF THE IMMEDIATE PAST PRESIDENT**

- A) The Immediate Past President shall serve as an advisor to the President to maintain continuity from Playing Season to Playing Season
- B) The Immediate Past President may be appointed by the President to any Committee as required.

**BY-LAW 32**  
**DUTIES OF THE PRESIDENT**

- A) The President shall, perform the duties usual to the office of President, including the ordering and the calling of the Meetings of the Association or its Committees.
- B) The President shall preside at all Association Meetings.
- C) The President shall exercise the powers of the Elected Executive Officers in case of an emergency
- D) The President may sit on all committees as an ex-official Voting Member.
- E) The President shall be responsible for the proper administration of Discipline of the Association.
- F) The President shall ensure that all Executive Committee Members are aware of their duties and are properly carrying them out.
- G) The President shall sign all the Minutes of the Meetings and ensure that a file is kept by the Secretary / Treasure.
- H) The President shall attend all Vancouver Island Amateur Hockey Association Meetings as directed by that Associations Regulations.

**BY-LAW 33**  
**DUTIES OF THE VICE PRESIDENT**

- A) The Vice President shall in the absence of the President or in his / her ability to act, have exercise all the powers of the president.
- B) The Vice President may sit on any Committee as an ex-officio voting Member.
- C) The Vice President shall be the Chairperson of the Discipline Committee.
- D) The Vice President shall sit on the Ice Committee.
- E) The Vice President shall evaluate, with the Head Coach, all Inter-Association movement of Players within the association.

**BY-LAW 33**  
**DUTIES OF THE VICE PRESIDENT**

- F) The Vice President shall record and monitor all Major, Match and Misconduct Penalties and report the incidents to the Executive Committee
- G) The Vice President shall approve all Carded Player(s) and Affiliated Player(s)

**BY-LAW 34**  
**DUTIES OF THE SECRETARY / TREASURER**

- A) The Secretary / Treasurer shall keep an accurate record of the Proceedings of the Association and shall record and be the custodian of the minutes of all Meetings.
- B) The Secretary / Treasurer shall be the holder of all Trophies and Cups in trust for the Association
- C) The Secretary / Treasurer shall notify the Executive Committee of the time and place of all meetings.
- D) The Secretary / Treasurer shall publish the Notice of the Annual General Meeting.
- E) The Secretary / Treasurer shall promptly and properly action all correspondence and maintain the copies readily available for the President
- F) The Secretary / Treasurer shall keep and maintain a record of all monies received and disbursed and shall deposit funds in the Bank designated by the Executive Committee.
- G) The Secretary / Treasurer shall present at each General Meeting a report of the year's operations and shall present a financial statement of the Association.
- H) The Secretary / Treasurer shall assist in the preparation of the Budget..
- I) The Secretary / Treasurer shall present an accurate monthly financial statement to the Executive Committee at Executive Committee Meetings.
- J) The Secretary / Treasurer shall maintain a proper set of Books to record all financial transactions. These books shall be kept accurate up to date and readily available for audit as required

**BY-LAW 35**  
**DUTIES OF THE DIRECTORS AT LARGE**

- A) Directors at Large shall sit on Committees and perform other duties as assigned by the President.

**BY-LAW 36**  
**DUTIES OF THE REGISTRAR**

- A) The Registrar shall maintain a record of all Players and issue Certificates of Registration.
- B) The Registrar shall be responsible for the Registration of Players, Team Coaches, Team Managers, and Members of the Executive Committee as required, with the BC Mutual Aid Fund.
- C) The Registrar shall handle all Mutual Aid Liability claims seeing that they are handled properly and settled.
- D) The Registrar shall present the years Registration Report at each Meeting.
- E) The Registrar shall coordinate all phases of Player Registration.
- F) The Registrar shall be responsible for the safekeeping and administration of all the Registered "A" Team and "B" team Rosters, Intra-City Rosters and Intra-Association Rosters.
- G) The Registrar shall ensure, through the cooperation of the Divisional Coordinators, that all Players, Coaches, Managers ect. are Registered and registered with Mutual Aid before they are allowed on the ice.

**BY-LAW 37**  
**DUTIES OF THE FUND RAISING / SPONSORSHIP**  
**COORDINATOR**

- A) The Fund Raising / Sponsorship Coordinator shall be the Chairperson of the Fund Raising / Sponsorship Committee and shall direct the Committee to procure sponsors.
- B) The Fund Raising / Sponsorship Coordinator shall direct efforts to Fund Raise for the Association as a whole.
- C) The Fund Raising / Sponsorship Coordinator shall ensure that appropriate financial records are kept and that records and cash receipts are received by the Treasurer.

**BY-LAW 38**  
**DUTIES OF THE HEAD COACH**

- A) The Head Coach shall, through the aid of Clinics, train and supply sufficient coaches to satisfy the demands of the Association.
- B) The Head Coach shall, consistently observe, assess and assist Coaches in making the most of what is available to them.
- C) The Head Coach shall, with the approval of the Executive Committee, appoint all the Coaches for all of the Divisions.
- D) The Head Coach shall, recommend to the President and / or Executive Committee and Coach that should be replaced.
- E) The Head Coach shall, in an emergency, remove any coach from their position until investigated.
- F) The Head Coach shall assist, where required, any team where the Coach is absent or suspended.
- G) The Head Coach shall, to the best of his / her ability through the structures of the Association resolve all coaching grievances.
- H) The Head Coach shall have at least Hockey Canada Coaches Level, Coach Stream, Development 1 or equivalent certification as recognized by British Columbia Hockey Association.

<p style="text-align: center;"><b>BY-LAW 38 (Continued)</b> <b>DUTIES OF THE HEAD COACH</b></p>
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- I) The Head Coach shall conduct meetings with Team Coaches, and Divisional Coordinators during the playing season as required.
- J) The Head Coach shall understand and have the authority to enforce the rules, regulations and procedures as they pertain to all Coaches.
- K) The Head Coach shall arrange Coaches Clinics when available and keep the Executive Committee informed of such. All other pertaining coaching information shall be made available to the Executive Committee.
- L) The Head Coach shall attend all Executive Committee meetings with prepared reports.
- M) The Head Coach shall submit a Report for the Annual General Meeting.
- N) The Head Coach shall plan ahead for the following season.
- O) The Head Coach shall assist the Coaches of all Teams in all Divisions with problems concerning all aspects of Coaching either on or off the Ice.
- P) The Head Coach shall, as time allows, attend practices, home and away Games of all Teams in all Divisions.
- Q) The Head Coach shall establish a Coaching Criteria for all Coaches in all Divisions that is approved by the Executive Committee.
- R) The Head Coach shall assist the Vice President is assessing all Intra-Association Player moves from Team to Team within a Division and ensure that the Executive Committee has agreed to the changes.
- S) The Head coach shall approve all Carded Player(s) and Affiliated Player(s).

**BY-LAW 39**  
**DUTIES OF THE REFEREE IN CHIEF**

- A) The Referee in Chief shall appoint and schedule the Referees for all Intercity, Representation, League and Exhibition Games. Appointments shall be final.
- B) The Referee and Chief may appoint and assign Referees outside the Association as required.
- C) The Referee in Chief shall, through the aid of Clinics, train and supply sufficient Referees to satisfy the demands of the association.
- D) The Referee and Chief shall have the authority to dismiss a Referee deemed incompetent.
- E) The Referee and Chief shall serve on the Discipline Committee.
- F) The Referee and Chief shall act as a liaison with the Referee Alliance as required

**BY-LAW 40**  
**DUTIES OF THE TOURNAMENT COORDINATOR**

- A) The Tournament Coordinator shall be the Chairperson of the Tournament Committee and shall direct all Tournament plans and activities from start to finish.
- B) The Tournament Coordinator shall ensure that appropriate records, receipts and expenditures are kept and forwarded to the Executive Committee.

**BY-LAW 41**  
**DUTIES OF THE ICE ALLOCATOR**

- A) The Ice Allocator shall be the chairperson of the Ice Committee.
- B) The Ice Allocator shall insure that;
  - i) Ice Time is obtained
  - ii) Ice Times are dispersed to Divisional Coordinators for there teams.Allocator
  - iii) Ice Times are approved for Exhibition Games prior to the time Divisional Coordinators schedule the Game.
  - iv) Ice Times used by Teams of the Association are approved and recorded regardless of the purpose and the means of payment.

**BY-LAW 42**  
**DUTIES OF THE EQUIPMENT MANAGER**

- A) The Equipment Manager shall serve on the Budget Committee.
- B) The Equipment Manager shall prepare lists of equipment requirements for each team for the Executive Committee to approve and shall consider the safety and quality of all equipment.
- C) The Equipment Manager shall be authorized to purchase equipment subject to Executive Committee approval of his / her Budget
- D) The Equipment Manager shall arrange for handling, storage, repair, cleaning and inventory of equipment.

<p style="text-align: center;"><b>BY-LAW 43</b> <b>DUTIES OF A DIVISIONAL COORDINATOR</b></p>
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- A) A Divisional Coordinator shall be in charge of the administration of Teams within the Division.
- B) A Divisional Coordinator shall assist the Registrar in Registration of Teams within the Division.
- C) A Divisional Coordinator shall take all Coaching grievances within the Division to the Head Coach for resolution and action.
- D) A Divisional Coordinator shall understand and have the authority to enforce the Rules, Regulations and Procedures of the Association.
- E) A Divisional Coordinator shall appoint Team Managers and other positions required to operate the Teams within the Divisions.
- F) A Divisional Coordinator shall be informed of all out of town Exhibition Games for teams within the Division.
- G) A Divisional Coordinator shall attend Executive Committee Meetings with a prepared report.
- H) A Divisional Coordinator shall submit a report for the division at the Annual General Meeting.
- I) A Divisional Coordinator shall report to the Head Coach and the Vice President any suspension handed out within the Division. A record is to be kept of the names of the players and coaches involved.
- J) A Divisional Coordinator shall keep abreast of all League suspensions to Players within the Division and see that they are adhered to.
- K) A Divisional Coordinator shall immediately notify the Referee in Chief when a Referee does not attend a properly scheduled Home Game involving a Team within the Division.

<p style="text-align: center;"><b>BY-LAW 44</b> <b>DUTIES OF TEAM COACHES</b></p>
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- A) Team Coaches shall be responsible for their Players from one-half hour before Games and practices until the Players leave the dressing room upon completion of the game or practice.
- B) Team Coaches shall insure as nearly as possible that equal ice time shall be given to all players regardless of ability in any "C", Recreational Game.
- C) Team Coaches shall conduct themselves in an appropriate manner and set an example of good conduct and sportsmanship at all times.
- D) Team Coaches shall insure that all players are adequately protected with all the proper hockey gear while on the ice.
- E) Team Coaches shall ensure that neither they nor their Players smoke, consume or are under the influence of alcohol or illegal drugs, while within the confines of the arena. These same activities will not be endorsed during any Association event.
- F) Team Coaches shall discourage the use of profound language.
- G) Team Coaches shall refer all complaints or problems to the Divisional Coordinator as soon as possible after the occurrence.
- H) Team Coaches shall not, when observing other games or when in or around the arena openly criticize Coaches or Players.
- I) Team Coaches shall encourage Players to do there best and shall not ridicule or yell at Players.
- J) Team Coaches shall, when dispute with a Referee is to be addressed, take it to a Divisional Coordinator who will discuss the matter with the Referee.
- K) Team Coaches shall arrange for score keepers.
- L) Team Coaches shall understand and have the authority to enforce the rules, regulations and procedures of the Association.
- M) Team Coaches shall forward the top copy of the score sheet for all games to their respective Divisional Commissioner.
- N) Team Coaches shall report requested information to the Divisional Coordinator.

**BY-LAW 44**  
**DUTIES OF TEAM COACH (Continued)**

- O) Team Coaches shall be responsible for Team discipline unless it becomes an issue better handled by the Divisional Coordinator, Discipline Committee or Executive Committee. Team Coaches shall report any partial game or full game suspensions for disciplinary purposes to the Divisional Coordinator.
- P) Team Coaches shall report all match, major, misconduct and game misconduct penalties to the Vice President within twenty-four (24) hours of the occurrence.
- Q) Team Coaches shall notify the registrar of any players injured.
- R) Team Coaches shall inform the Referee and Chief of requirements for Referees of Regular, Exhibition and Play-Off Games within at least forty-eight (48) hours of the particular game.

**BY-LAW 45**  
**DUTIES OF THE RISK MANAGER**

- A) The Risk Manager shall insure that an effective Risk Management program that strives to prevent injuries and accidents before they happen is in place annually. He/she shall take a proactive role in identifying, minimizing, or eliminating risks during all activities undertaken by Association Members.
- B) The Risk Manager shall be responsible for the implementation of the British Columbia Hockey Association Risk Management Program, and shall stay current with any changes, updates or recommendations made within the Program.

<p style="text-align: center;"><b>BY-LAW 46</b> <b>AMENDMENTS TO THE CONSTITUTIONS AND</b> <b>BY-LAWS</b></p>
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- A) The Constitution and By-laws of this Association shall not be altered except by way of Special Resolution at the Annual General Meeting or at a Special General Meeting called for that purpose.
- B) To become effective, a three quarters (75 percent) Majority of the Votes cast must be in favor of the Resolution.
- C) Notice of Resolutions to be amended the Constitution and By-Laws shall be presented to Members at least fourteen (14) days prior to the Annual General Meeting or Special General Meeting in the following manner:
  - i) Publishing notice in a local newspaper that Resolutions are proposed to the Constitution or By-Laws; and either
  - ii) Posting such proposed Resolutions and Amendments at the Community Arena(s) Bulletin Board; or
  - iii) Delivering to each Member notice of such meeting and overview of the proposed Resolutions and Amendments.
- D) If the contents of this Constitution and By-Laws are found to contravene current Constitutions and By-Laws of the Hockey Canada Association, British Columbia Hockey Association or the Vancouver Island Amateur Hockey Association, those documents shall be considered superior and enforced at all times.

<p style="text-align: center;"><b>BY-LAW 47</b> <b>DEFINITION OF AUTHORITY</b></p>
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- A) In addition to various Powers, Duties and Authorities herein conferred upon them, the Executive Committee shall have the following Power and Authority;
- i) To deal with protests and complaints
  - ii) To suspend members for willful violation of the Association's Constitution and By-Laws;
  - iii) To deal with appeals from suspended Members
  - iv) To deal with every application for Registration and Transfer
- B) The Constitution and By-Laws, as herein contained, shall supersede all previous Constitutions and By-Laws of this Association.
- C) Any By-Law may be clarified and defined at any time by a simple majority vote of a quorum at a meeting of the Executive Committee.

# **Sooke Minor Hockey Association**

## **RECOGNITION AND PREVENTION OF ABUSE POLICY**

This policy sets out the principles and practices of the Sooke Minor Hockey Association with regards to abusive behaviour towards its members.

### **Relationship to Harassment Policy**

Some behaviours that are defined as abuse when directed toward a child or youth may constitute harassment when directed towards a peer or when perpetrated between adults. The Sooke Minor Hockey Association Harassment Policy covers such behaviours. Together, the two policies will address the entire spectrum of abusive and harassing behaviours.

### **Sooke Minor Hockey Association Mission**

The mission of the Sooke Minor Hockey Association is to ensure its participants are provided meaningful opportunities and enjoyable experiences in a safe, sportsmanlike manner. This includes, among other things, a shared responsibility with parents to nurture the physical and emotional well being of all participants. The Sooke Minor Hockey Association's primary interest is in the well being of its participants.

### **Statement of Purpose**

The Sooke Minor Hockey Association is a part of the sporting community in our country that is committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. The Sooke Minor Hockey Association considers any form of abuse or neglect to be unacceptable and will do all it can to prevent this intolerable social problem. To this end, Sooke Minor Hockey Association will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers and staff members. Through the use of these strategies, we will send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. The Sooke Minor Hockey Association is committed to the highest possible standards of care of its participants.

## **Policy**

It is the policy of the Sooke Minor Hockey Association that there shall be no abuse or neglect, whether physical, emotional or sexual of a participant in any of its programs. The Sooke Minor Hockey Association expects every parent, volunteer and staff member to take reasonable steps to safeguard the welfare of its participants and to protect them from any kind of maltreatment.

## **Duty to Report**

Abuse and neglect are community problems requiring urgent attention. The Sooke Minor Hockey Association is committed to help reduce and prevent the abuse and neglect of participants. The Sooke Minor Hockey Association realizes that persons working closely with children and youths have a special awareness of abusive situations. Therefore these people have a particular reporting responsibility to ensure that safety of Canada's young, by knowing their provincial protection acts and following through as required.

The Province of British Columbia has mandatory reporting laws regarding the abuse and neglect of children and youth. Consequently it is the policy of the Sooke Minor Hockey Association that any Sooke Minor Hockey Association member (volunteer, participant, team official, on ice official or staff member) who has reasonable grounds to suspect that a participant is or may be or may have suffered from emotional, physical abuse and neglect and/or sexual abuse shall immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police detachment. The local child protection agency and/or the local police detachment may request the local association to deal with the matter reported.

Those involved with the Sooke Minor Hockey Association in providing hockey opportunities for participants understand and agree that abuse or neglect, as defined, may be the subject of a criminal investigation and/or disciplinary procedures. Failure to report an offence and thereby failure to provide safety for the participants may render the adult who keeps silent legally liable for conviction under the provincial child protection acts.

By education all personnel the Sooke Minor Hockey Association is weaving a tighter safety web around our most precious resources – our players.

## **Definitions**

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youths is an abuse of power or authority and/or a breach of trust. Within British Columbia a person is considered a child up to the age of nineteen years of age.

## **Emotional Abuse**

Emotional Abuse is a chronic attack on a child's self esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child's needs.

## **Physical Abuse**

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing hazing or excessive exercise.

## **Neglect**

Neglect is the chronic inattention to the necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. This may occur in hockey when injuries are not adequately treated or players are made to play with injuries, equipment is inadequate or unsafe, non-intervention when team members are persistently harassing another player, or road trips that are not properly supervised.

## **Sexual Abuse**

Sexual abuse is when a young person is used by an older child, adolescent or adult for his or her own sexual stimulation or gratification. There are two categories:

### **Contact**

- Touched or fondled sexual areas
- Forced to touch another person's sexual areas
- Kissed or held in a sexual manner
- Forced to perform oral sex
- Vaginal or anal intercourse
- Vaginal or anal penetration with an object or finger
- Sexually oriented hazing

## **Non-contact**

- Obscene remarks on phone, computer or in notes
- Voyeurism
- Shown pornography
- Forced to watch sexual acts
- Sexually intrusive questions and comments
- Forced to pose for sexual photographs or videos
- Forced to self masturbate or forced to watch others masturbate

## **HARASSMENT POLICY**

This policy sets out the principles and practices of the Sooke Minor Hockey Association regarding harassment.

### **Relationship to Recognition and Prevention of Abuse Policy**

Some behaviours, which are described as harassment when directed toward an adult, may constitute abuse when directed towards a child or youth by any person with power or authority over the one being harassed. The Sooke Minor Hockey Association's Recognition and Prevention of Abuse Policy covers such behaviours. Together the two policies will address the entire spectrum of abusive and harassing behaviours.

### **Statement of Purpose**

Sooke Minor Hockey Association (SMHA) is committed to providing a sport and work environment that promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination that is prohibited by human rights legislation in Canada. In its most extreme forms, harassment can be an offence under Canada's Criminal Code. Sooke Minor Hockey Association supports the right of all its members, whether athletes, volunteers or employees to participate in all SMHA activities free from any form of harassment.

Further, the Sooke Minor Hockey Association emphasizes the importance of eliminating harassment in hockey as a key element in ensuring the safety of young participants. A sports environment that actively discourages harassment and builds relationships based on trust and mutual respect, is an environment which discourages the abuse of children and youth and encourages the overall development of the individual.

In order to further these aims, the Sooke Minor Hockey Association will make every reasonable effort to promote awareness of the problem of harassment among all its members and to respond swiftly and efficiently to complaints or disclosures of harassment.

## **Policy**

It is the policy of Sooke Minor Hockey Association that harassment in all its forms will not be tolerated during the course of any SMHA activity or program. Accordingly, all SMHA personnel (staff, volunteers, team and on ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behaviour, responding promptly and informally to minor incidents of harassment and following local and national policy guidelines for reporting or responding to more serious complaints of harassment. Players and other participants are expected to refrain from harassing behaviour and are encouraged to report incidents of harassment.

This policy shall not prevent a person in authority from taking immediate, informal, corrective and disciplinary action in response to behaviour that, in their view, constitutes a minor incident of harassment.

## **Definition**

Harassment is defined as conduct, gestures or comments that are insulting, intimidating, humiliating, offensive or physically harmful. Types of behaviour which constitute harassment and abuse include, but are not limited to:

1. Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation
2. Condescending, patronizing, threatening or punishing actions which undermine self esteem or diminish performance
3. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
4. Any form of hazing
5. Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment
6. Unwanted or unnecessary physical contact including touching, patting or pinching
7. Unwelcome flirtation, sexual advances, requests or invitations
8. Any form of physical assault
9. Any sexual offence including sexual assault

It is important to note that the behaviours described in items 6 to 9, when directed to a child or youth, constitute abuse under child protection legislation. This may also be true of other behaviours, for example certain hazing practices. When any member has reasonable belief that a minor is being abused or neglected, the duty to report provisions of the RECOGNITION AND PREVENTION OF ABUSE POLICY will come into affect.

## **Response and Remedies**

Harassment of all kinds has been tolerated for too long in hockey, being tacitly accepted as part of the culture of the game and used by individuals who would not condone such conduct outside of the hockey environment. It is the position of the Sooke Minor Hockey Association that harassment can no longer be tolerated. Harassment is unacceptable and harmful. SMHA recognizes the serious negative impact of all types of harassment on personal dignity, individual and group development and performance, enjoyment of the game and in some cases personal safety.

At the same time SMHA recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviours and the response to harassment must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. The process of investigation and settlement of any complaint of harassment must be fair to all parties, allowing adequate opportunity for the presentation of a defense to the charges.

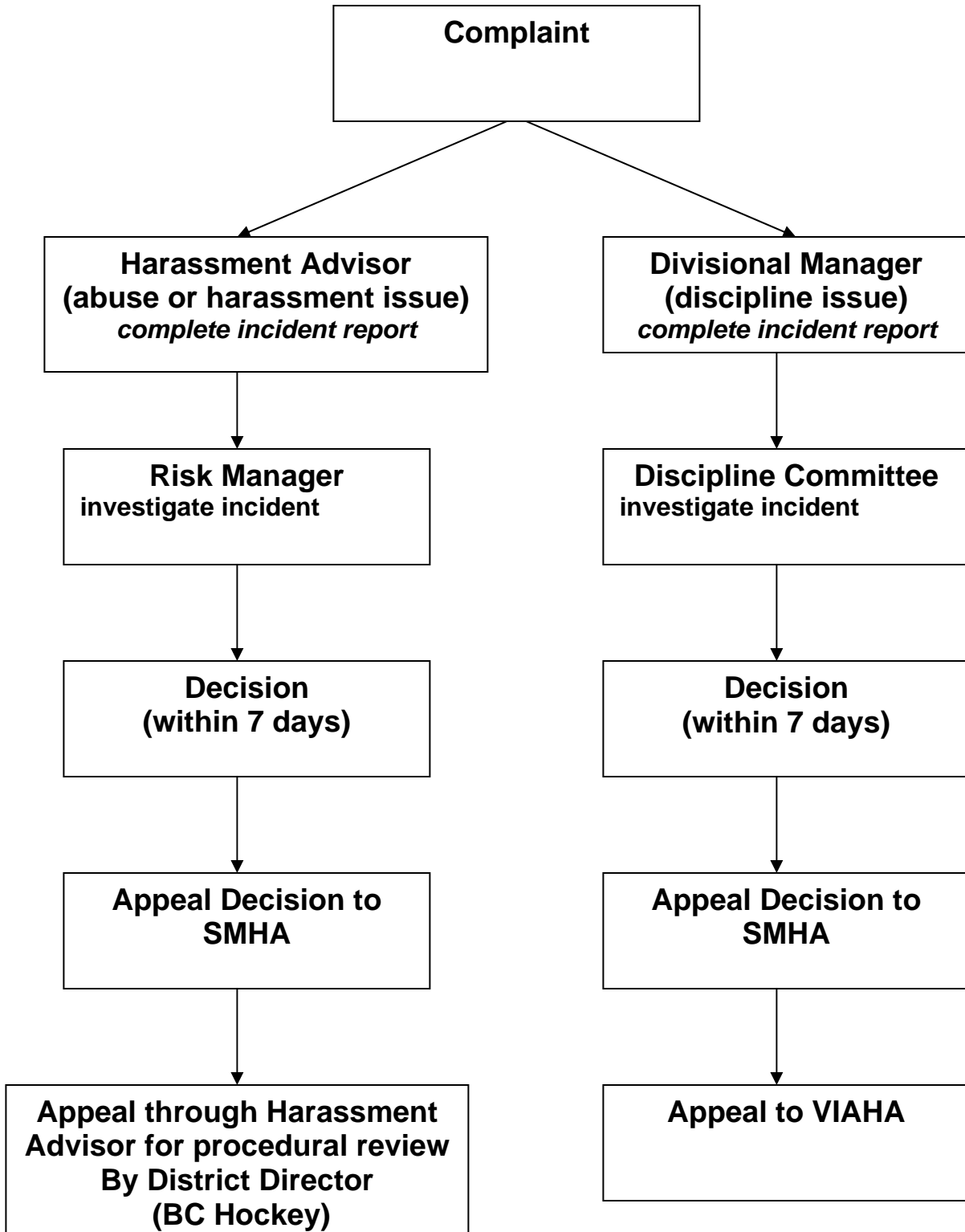
Minor incidents of harassment (e.g.: inappropriate jokes) should be corrected promptly and informally, taking a constructive approach with the aim of bringing about a change in negative attitudes and behaviours.

More serious incidents (e.g.: repeated taunting, any form of physical assault) should be dealt with according to SMHA Complaint Procedure. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There is to be no tolerance for any reprisals taken against any party to a complaint. The names of the parties and the circumstances of the complaint should be kept confidential except where the disclosure is necessary for the purposes of investigation or taking disciplinary measures.

Anyone making a complaint, which is found to be clearly unfounded, false, malicious or frivolous, will be subject to discipline.

# Sooke Minor Hockey Association

## COMPLAINT PROCEDURE



# **Sooke Minor Hockey Association**

## **COMPLAINT PROCEDURE**

When a problem arises, contact the coach or team manager and try to resolve the issue informally. Please take 24 hours to “cool off” if required.

If the problem remains unresolved, the coach or team manager will set up a meeting with the Harassment Advisor (for abuse or harassment issues) or the Divisional Manager (for discipline issues) to fill out an incident report (within 3 days).

The incident report is forwarded to the Risk Manager/Discipline Committee for investigation. A decision is to be reached within 7 days.

If the claimant is not satisfied with the decision they may appeal to the Sooke Minor Hockey Association Appeals Committee within 48 hours notification of the decision. The Appeals Committee will reach a decision in a timely manner (7-14 days).

If the claimant is not satisfied with the outcome of the appeal, they may contact Vancouver Island Amateur Hockey Association (VIAHA) for any disciplinary issues or BC Hockey District Director for any abuse or harassment issues.

**PLEASE NOTE THAT ALL TIME LINES HAVE BEEN ESTABLISHED TO PROMOTE TIMELY RESOLUTION OF ALL COMPLAINTS BUT THAT THEY MAY BE ADJUSTED AT THE DISCRETION OF THE PRESIDENT.**



**Witness(es)**

**Applicants for Incorporation**

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